

## Volunteering in Early Learning and Childcare Policy

How good is our early learning and childcare? identifies the importance of promoting partnerships to improve outcomes for children.

*'We take full account of the benefits of establishing and sustaining a wide range of partnerships; local, national and international. We use these effectively to enhance positive outcomes for children. As a result of our effective partnerships, all our young children are developing positive life skills and dispositions towards learning. Through effective partnership working, we are improving young children's development and learning and are securing positive impacts for children and families in our community. Partnerships have increased family engagement in children's learning and this involvement has a positive impact on children's progress in key areas of learning including health and wellbeing, literacy and numeracy.'*

**HGIOELC 2016 p37**

Involving volunteers in your setting builds partnerships, offers opportunities for knowledge to be shared and relationships to be strengthened for the benefit of children, families, staff and the wider community. In settings where there are regular volunteers, Highland Council policy and procedures should be followed. You can find advice and guidance to support this on the Highland Council School's Hub. For guidance for schools and ELC settings which includes: a process map of the volunteering procedure and the questions for volunteers document, login to SharePoint and navigate through the following tiles to reach this information.



Highland Council's Volunteering information can be found on the following link on the School's Hub: <https://highlandcouncil1.sharepoint.com/sites/SchoolHub/SitePages/Volunteers-in-Schools.aspx>

Adele Mackenzie – Early Years Practitioner \_\_\_\_\_

Caroline Docherty – Early Years Practitioner \_\_\_\_\_

Fiona McAuley – ELC Support Worker \_\_\_\_\_

Gizelle Souter – ELC Support Worker \_\_\_\_\_

James Cook – Head Teacher \_\_\_\_\_

## Volunteer Questions

The following questions **must** be answered before the Volunteer's Information form is completed overleaf, as there may not be a requirement for you to complete the information form.

**1. Are you volunteering to directly carry out work for the Highland Council?**

Yes – continue to Question 2

No – As you are not volunteering to directly carry out work for the Highland Council you do not require to continue passed Question 1. There is no need for you to complete the Volunteer's Information form. Your group should however contact the **Volunteer Development Scotland**, their details are below.

**General Enquiries**

Tel: 01786 479 593

Email: [hello@volunteerscotland.org.uk](mailto:hello@volunteerscotland.org.uk)

**Disclosure Services**

Tel: 01786 849 777

Email: [disclosures@volunteerscotland.org.uk](mailto:disclosures@volunteerscotland.org.uk)

Web Form: <https://www.volunteerscotland.net/about-us/contact-us/>

*Please note that if your certificate states: Basic, Standard or Enhanced on your certificate you are **not** a member of the PVG Scheme.*

**2. Are you already a PVG member?**

No – continue to Volunteer's Information Form

Yes – continue to Question 3

**3. Is your PVG for:**

Children

Adults

Both

**4. Is your PVG with The Highland Council?**

No

Yes – Please take your first PVG certificate to the school for evidence of an Existing PVG.

## Volunteer's Information Form

### Council's Contact Details

Council Contact Details - this should be the name and location of the individual proposing that the person below becomes a volunteer. This is needed so the Hub know who to contact to advise of the PVG results and to contact if there are any queries.

<b>Name of School</b>	
<b>Name of Head Teacher</b>	

### Volunteer's Personal Details

<b>Full Name (including Title):</b>				
<b>Address:</b>				
<b>Post Code:</b>				
<b>Telephone No:</b>	<b>(Home)</b>		<b>(Mobile)</b>	
<b>Contact Email Address:</b>				
<b>National Insurance No:</b>				

Once this form has been completed, please return to the school that is recommending you as a volunteer.

The school will then email the Hub with this completed form and your 3 forms of ID. Once the Hub receives the form, a PVG application (as appropriate) will be emailed to you for completion.

The Head Teacher will be emailed by the Hub once clearance has been received from Disclosure Scotland, after which they will be in touch with you to arrange a date when you can start volunteering.

*Note for school: Please make sure that both the completed Volunteer Questions and the Volunteer's Information Form along with 3 forms of identification are emailed to [Recruitment.disclosure@highland.gov.uk](mailto:Recruitment.disclosure@highland.gov.uk).*

# New Volunteer Process

