

Volunteer Recruitment Policy

Tir na nOg Preschool is committed to promoting the participation of parents as volunteers in the service.

We are committed to ensuring that the recruitment of parents and other volunteers is open and transparent and at all times gives precedence to the safety and welfare of the children attending the service.

Volunteer Recruitment Procedures:

Role Description:

A detailed description of the role of the volunteer is prepared in advance. This includes:

- Overall role of the volunteer
- Who the volunteer will report to
- Key area of work
- Duties and responsibilities

Application Form:

Each volunteer is required to complete an application form. This form includes:

- Name, address and telephone number of applicant
- Previous experience
- Reason for volunteering
- Name, address and telephone number of 2 referees

Interview/Informal Chat

Each volunteer will have an interview or informal chat with representatives of staff as part of the recruitment process.

Garda Vetting:

Garda Vetting is sought for all volunteers, students and any adults who may come in contact with children in our service.

Induction:

An induction period is provided for all new volunteers. Volunteers are provided with:

- Information about the role of the Childcare Service
- Further information about the volunteers role
- Information on the role of other volunteers and employees
- Details of grievance and disciplinary procedures
- Details of codes of conduct
- Full details of the policies and procedures of the childcare service.

Volunteers are obliged to familiarise themselves with the Policies and Procedures of the service and to sign up to codes of behaviour as set out by the service.