POLICY DOCUMENT

The Recharge Club™

Volunteers Policy

Recruiting, Supporting and Supervising Volunteers and Students at The Recharge Club

Document Owner:	Mrs Michaela Cmorej, Director and Designated Safeguarding Lead
Company Name:	NutriDive Ltd
Company Number:	16659858
Trading Name:	The Recharge Club™
Registered Office Address:	39 Coltsfoot Drive, Chorley, PR6 0JP
Designated Safeguarding Lead:	Mrs Michaela Cmorej, Director
Deputy Designated Safeguarding Lead:	Mr Michal Cmorej, Deputy Director
Status:	Mandatory Policy — applicable to any volunteer or student placement
Date Adopted:	1st August 2026
Review Frequency:	Annually, and immediately following any related concern or change in statutory guidance
Next Review Due:	Twelve months from the date of adoption
Related Policy:	This policy is read alongside the Safer Recruitment Policy and the Staff Code of Conduct

1. Policy Statement

The Recharge Club™ may, from time to time, welcome volunteers or students on placement to support its work. Any such individual is recruited, vetted, trained and supervised to precisely the same standard as employed staff, and this policy sets out how their involvement is managed safely.

> ***A volunteer or student is never left alone with a child, and never has a lower standard of vetting or supervision applied to them than an employed member of staff.***

2. Purpose and Scope

This policy applies to any individual assisting at The Recharge Club™ in an unpaid or placement capacity, including volunteers and students. It should be read alongside the Safer Recruitment Policy and the Staff Code of Conduct, both of which apply to volunteers in full.

3. Legal and Regulatory Framework

This policy has been written with regard to the following legislation and statutory guidance:

- The Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2018
- Working Together to Safeguard Children, the statutory guidance on inter-agency working to safeguard and promote the welfare of children
- Guidance issued by the Office for Standards in Education, Children's Services and Skills for providers registered on the Voluntary Childcare Register

4. The Role of Volunteers

- Volunteers support the work of employed and bank staff, and always work alongside a paid member of staff rather than independently
- A volunteer is never left alone with a child, is never counted towards the minimum staff-to-child ratio, and does not provide personal or intimate care
- A volunteer's specific role and boundaries are agreed and explained clearly before their placement begins

5. Recruitment and Vetting of Volunteers

Every volunteer is recruited and vetted to exactly the same standard as an employed member of staff, in line with the Safer Recruitment Policy, including a full application with employment or education history, an enhanced check with the Disclosure and Barring Service including the children's barred list, verified references, and a written self-declaration of disqualification by association. No volunteer has any unsupervised access to children, and this vetting is completed before a volunteer begins their placement, without exception.

6. Induction and Training

Before starting, every volunteer completes induction covering, at a minimum, the Child Protection and Safeguarding Policy, the Behaviour Management Policy, the Staff Code of Conduct, and the specific needs of the children they will be supporting. A volunteer is briefed on the individual children in a session before they work with them, in the same way as a bank worker.

7. Supervision of Volunteers

A volunteer is supervised directly by a named member of paid staff throughout every session they attend, who remains responsible for the volunteer's conduct and for ensuring the volunteer does not undertake any task outside their agreed role.

8. Expenses

Where The Recharge Club™ agrees to reimburse a volunteer's reasonable, pre-agreed expenses, such as travel, this is agreed in advance and recorded. Volunteers are not paid a wage or salary.

9. Code of Conduct for Volunteers

Volunteers are expected to follow the Staff Code of Conduct in full, including its provisions on professional boundaries, physical contact, confidentiality, and communication with children and families.

10. Ending a Volunteering Arrangement

Either the volunteer or The Recharge Club™ may end a volunteering arrangement at any time. Where a concern arises about a volunteer's conduct or suitability, it is addressed immediately in line with the Child Protection and Safeguarding Policy or the Staff Code of Conduct as appropriate, and the volunteer's placement may be suspended or ended with immediate effect where necessary to protect children.

11. Roles and Responsibilities

Director	Approves any volunteer or student placement, ensures vetting is complete before the placement begins, and reviews any concern about a volunteer's conduct.
Supervising Member of Staff	Directly supervises the volunteer throughout every session, and reports any concern to the Director immediately.
Volunteers	Follow this policy, the Staff Code of Conduct, and all other relevant policies, and work only within their agreed role.

12. Monitoring, Review and Related Policies

This policy is reviewed at least annually, and immediately following any related concern or change in statutory guidance. This policy should be read alongside the following related policies and documents:

- Safer Recruitment Policy
- Staff Code of Conduct
- Child Protection and Safeguarding Policy
- Behaviour Management Policy

This policy has been approved by the Director of The Recharge Club™ and forms part of the organisation's statutory compliance framework.