



Volunteers Policy and Procedure

Objective: At Learning Ladder Nursery, we strive to provide a complete and well rounded learning experience and this may involve hiring volunteers to assist with the learning experience and to provide individuals with an opportunity to learn and enrich their educational experience.

Policy: The nursery employs the services of a teaching volunteer mainly to assist the individual in meeting the "teaching hours" requirement of a course they may be enrolled in.

Procedure: To uphold this policy, the following measures are in place:

- Volunteering at the nursery is subject to availability
- The volunteer must be enrolled in a relevant teaching course in order to start volunteering at the nursery
- are to be hired after a thorough interview process and reference check
- The following documents must be submitted by the volunteer:
 - Passport copy, Visa, and Emirates ID of the volunteer
 - Complete contact details of the volunteer
 - Reference letter-at least one to be provided to the nursery
 - Written contract to be executed between the nursery and the volunteer
 - Educational certificates and proof of enrolment in current course
 - No Objection Certificate (NOC) from the Volunteer's sponsor
- Volunteers first report to reception they are required to sign in and out before entering the nursery
- Mobile phones are to be placed in the "Phone Box" in the reception area
- A full time member of staff should always be present with the volunteer(s)
- Volunteers are allowed to take photographs of the children only on the designated nursery cameras
- Volunteers need parental and management consent before using any child's photograph or developmental records for their coursework