



Bloom Learning Centre ***Volunteer Policy***

At Bloom Learning Centre, we appreciate our volunteers and the range of knowledge and skills that they bring. In our setting, a volunteer is anyone who undertakes, without pay, a role that supports in a classroom, field trip, activity, etc... This policy applies to all volunteers who will have direct contact with our children in our settings activities. For the purposes of this policy, volunteers are divided into two types:

- **Regular volunteers** -individuals who will assist on a regular, on-going basis or frequent basis.
- **One-time volunteers** -individuals who will assist with a specific, one-time activity (e.g. a class trip or event).

Safeguarding Children

Bloom Learning Centre is committed to safeguarding and promoting the welfare of every child in our care and expects all staff and volunteers to share this commitment.

In accordance with the Ministry of Education and Training requirements, Bloom Learning Centre will ensure that all volunteers are aware of their safeguarding responsibilities before commencing any activities. This includes reviewing and signing this policy.

All volunteers are required to report any concerns about a child's wellbeing to Bloom Learning Centre's designated Child Protection Officers, Geezel Montoya and Apple Sonsona.

Volunteer Application and Agreement Form for Regular Volunteers

All regular volunteers must:

- Complete the Bloom Learning Centre Volunteer Application and Agreement Form (Appendix 1)
- Provide a **current Police Clearance Certificate**. (A RCIPS Clearance certificate which is 6 months or less is deemed to be current).
- Renew their Policy Clearance Certificate every two years.
- Complete Child Protection and Safeguarding training as required by the Ministry of Education and Training.

Approval of regular volunteers will be confirmed by Michelle Mehta, owner and director of Bloom Learning Centre once the above documentation has been received.

Volunteer Identification and Supervision

All volunteers, regular and one-time must sign in and out and wear a Bloom Learning Centre issued identification while volunteering at all times (i.e. "Volunteer" badge).



For the protection of volunteers and the children, volunteers will be under **direct supervision** of Bloom Learning Centre staff and **must not be alone with an individual child or group of children** where they cannot be easily observed by a staff member.

Bloom Learning Centre staff retain primary responsibility for all children at all times, including behaviour and activities. Volunteers should follow staff guidance at all times and seek clarification when uncertain.

Health and Safety

The Bloom Learning Centre places high importance on the health and safety of its children. Volunteers will be informed of relevant emergency procedures (i.e. fire, lockdown drills) and any safety considerations related to their tasks (e.g. accompanying children on visits). Volunteers must exercise due care and report any hazards or concerns to the staff or a member of Bloom Learning Centre management.

Confidentiality

All volunteers must treat any information obtained during their time in the setting as **strictly confidential**. Comments about a child's behaviour, learning, or personal circumstances—as well as information about the setting's operations—must not be shared outside the setting or discussed inappropriately.

The only exception to this rule is where a volunteer has a **genuine concern or formal complaint** related to a potential **breach of law, safeguarding standards, or national policy requirements**. In such cases, the concern should be raised through the **established reporting or whistleblowing procedures**.

Code of Conduct

Volunteers are expected to uphold Bloom Learning Centre's vision, values and ethos, and follow these guidelines in addition to Bloom Learning Centre's Staff Code of Conduct:

- Use mobile phones only when not working directly with children.
- Do not take photographs or videos of children.
- Treat all children respectfully and with dignity.
- Follow staff instructions and seek clarification when needed.
- Report any issues or concerns promptly to a staff member.

Volunteers are also required to read and sign Bloom Learning Centre 's key safeguarding policies, including (but not limited to):

- Child Abuse and Neglect Reporting Policy
- Safe Environment Policy
- Transportation Policy



One-Time Volunteers

One-time volunteers (e.g. support at an event) are **not required** to submit a Volunteer Application Form or Police Clearance Certificate. However, they must:

- Wear Bloom Learning Centre -issued identification at all times.
- Remain under direct supervision of staff.
- Review and sign off on this Volunteer Policy and any other relevant policies prior to participating.

Where deemed appropriate, Bloom Learning Centre reserves the right to require one-time volunteers to complete the child protection/safeguarding training required of regular volunteers.

I, _____, a parent whose child is enrolled to Bloom Learning Centre, have read and understand the Volunteer Policy. I have agreed to fulfill my duties and responsibilities as a parent and volunteer in promoting the welfare of the children.

Signature: _____

Date: _____



Bloom Learning Centre's Volunteer Application and Agreement

Thank you for offering your time and support as a volunteer at Bloom Learning Centre. We value the contribution of our volunteers and look forward to working together in a safe and positive environment.

Please complete this form **in full** before beginning your volunteer position and submit it to Bloom Learning Centre's Admin Office.

Full Name _____

Date of Birth _____

Street Address _____

Mailing Address _____

Email Contact _____

Phone Number _____

Please indicate the days/times you are generally available to volunteer (circle all that apply):

Monday AM / PM Tuesday AM / PM Wednesday AM / PM Thursday AM / PM Friday AM / PM

Volunteer Acknowledgement and Agreement

By signing below, I acknowledge and agree to the following:

1. I understand that I am required to provide a **current Police Clearance Certificate** (issued within the last six months) and, if requested, a **Letter of Good Character** (for regular volunteers).
2. I understand that I must complete the **required child protection and safeguarding training** and provide copies of completion certificates to the designated contact person at Bloom Learning Centre (where applicable).
3. I have read and agree to follow, at all times, the following policies and procedures of Bloom Learning Centre:
 - Volunteer Policy
 - Staff Code of Conduct Policy
 - Child Abuse and Neglect Reporting Policy
 - Safe Environment Policy



- Transportation Policy (*if relevant*)
 - Any other policies as communicated by the leadership team.
4. I agree to support Bloom Learning Centre's vision, values, and ethos.
 5. I will follow the direction of Bloom Learning Centre staff and attend meetings or briefings as required.
 6. I understand that I must keep **all information about children, families, and the setting strictly confidential** and will only share concerns through the proper reporting channels.
 7. I have disclosed to **the owner and director** any convictions, cautions, or pending cases, regardless of when they occurred, including those considered "spent." I confirm that I am **not disqualified from working with children** and have never been prohibited from doing so.

Signed _____ Date _____

Name _____

Authorized Approval By _____ Date _____