**Policy Statement**

At Monkey Puzzle, we are committed to safeguarding and promoting the welfare of all children in our care. This policy outlines the procedures and conditions under which individuals in the process of adoption may volunteer to gain experience with children, in line with safer recruitment practices and statutory safeguarding guidance.

**Purpose**

This policy applies to individuals who are currently in the process of adopting a child and wish to volunteer in our setting to gain relevant experience. The aim is to support prospective adopters while ensuring the safety, wellbeing, and best interests of the children in our care.

**Safer Recruitment Procedures**

All volunteers, including those in the adoption process, must complete the full safer recruitment process prior to commencing any role within the setting. This includes:

• Completion of a volunteer application form. (WE WOULD NEED AN APPLICATION FORM ADAPTED)

• Attendance at an informal interview or meeting with the setting manager.

• Provision of two satisfactory written references, one to be from the adoption agency.

• An Enhanced DBS check with a barred list check (where applicable).

• Completion of safeguarding and health & safety induction training.

**Role and Responsibilities**

Volunteers in the adoption process:

• Will be supervised at all times and must not be left alone with children.

• Will not be counted in staff-to-child ratios.

• Will not undertake personal or intimate care tasks.

• Will be expected to follow the setting’s policies and procedures at all times, including those relating to safeguarding, confidentiality, and conduct.

**Disclosure of Adoption Status**

Volunteers must inform the setting during the application process if they are currently in the process of adoption. This disclosure will remain confidential and will be used only to assess the suitability of the volunteering arrangement and to provide appropriate support.

**Placement Duration and Review**

Volunteer placements for prospective adopters will typically be time-limited and reviewed regularly by the setting manager. The setting reserves the right to terminate the placement at any time if it is deemed not in the best interests of the children or the volunteer.

**Confidentiality and Professional Conduct**

All volunteers must maintain strict confidentiality and conduct themselves professionally at all times. Breaches of confidentiality or inappropriate behaviour will result in the immediate termination of the volunteer placement.

**Monitoring and Review**

This policy will be reviewed annually by the setting’s leadership team, or sooner if there are changes to legislation or statutory guidance.

**Linked Policies**

The Role of the Key person & Settling in Policy

Safeguarding and Child Protection Policy