

**Student and Volunteer Policy**

The Life Nursery are committed to the development of training, therefore we welcome students and volunteers into the nursery to gain the valuable experience they need. We recognise that training and experience is an important contribution to the quality and care and education provided by early years and child care settings. As part of our commitment we offer placements to all students / volunteers including work experience to those undergoing a childcare qualification.

The Manager and Directors are responsible for ensuring that any volunteers and students are suitable to care for children. We will make it clear that students and volunteers are expected to disclose any convictions, cautions, court orders, reprimands and warnings (staff suitability declaration) which may affect their suitability to work with children (whether received before or during their employment at the nursery).

We aim to provide students and volunteers with a placement that contributes to their studies and that provides high quality practice in early years care and education.

Method

* The Life Nursery require a students and volunteers to meet the ‘suitable person’ requirement of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check.
* Students and volunteers under the age of 17 years will be supervised at all times and will not be authorised in having unsupervised access to the children. Neither will they be counted in the adult:child ratios.
* Students and apprentices, over the age of 17, who are undertaking a level 3 qualification may be considered to be counted in the ratios, if the Manager deems them to be suitably qualified and experienced.
* Our employer's liability insurance and public liability insurance covers both students and voluntary workers.
* We require students and volunteers follow and work within our confidentiality policy.
* We co-operate with tutors in order to help students fulfil the requirements of their course of study.
* If a student or volunteer is absent for a planned session they should contact the Manager, the Manager will liaise with colleges etc regarding absences of students / volunteers.
* Students should be made aware and adhere to the Life Nursery’s Safeguarding and other policies and procedures.
* Students must be confirmed by their tutor as being engaged in a bona fide childcare course, which provides necessary background understanding of children’s development and activities.
* If Students are required to conduct written observations written permission from the parent/carer of the child will be gained and children’s names will not be used.
* Any information gained by the students about the children, families or other adults in the nursery must remain confidential.
* Potential volunteers/students need to apply through the Manager.
* All volunteers and students will be subject to an induction period to familiarise them with the way that The Life Nursery operates and to help them understand their roles and responsibilities. Time will be spent discussing The Life Nursery policies and procedures including information about emergency evacuation procedures, safeguarding, child protection, the provider’s equality policy, health and safety issues and other relevant policies.
* We aim to show the students and volunteers in all aspects of the nursery routine, providing them with an insight to the day to day role we play.
* Students and volunteers are excluded from any activity that would give them responsibility over children.
* In terms of health and safety for students/volunteers they will follow our H&S policy.
* A Risk assessment will be carried out to ensure the safety of young persons.
* Identity checks will be completed.
* Long term students will also have access to supervision sessions with the manager. These sessions will offer support, coaching and training for the student/volunteer and promote the interests of children.
* All students and volunteers will be given a mentor who will provide coaching to improve their personal effectiveness.
* The Manager will ensure the college is kept up to date with the student’s progress and any non-attendance will be immediately referred back to the college.

Reviewed by Louise Gray, Nursery Manager and Fran Edwards, Deputy Manager – September 2020

Policy read and agreed by:

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