

WHITLEY LODGE UNDER FIVES

STUDENT AND VOLUNTEER POLICY

Statement of intent

This Pre-school recognises that qualifications, training and experience make an important contribution to the quality of the care and education provided by pre-school settings. As part of our commitment to quality, we offer placements to students undertaking recognised qualifications and training and also to volunteers wishing to give time to a childcare setting. We appreciate the positive contribution that such committed and enthusiastic people can bring to pre-school.

Reference: Epidemic and Pandemic Police (Covid-19), Safe Operating Procedures, Covid-19 Risk Assessment

Aim

We aim to provide for students and volunteers on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

Methods

- Students and volunteers over the age of 16 must submit two references and have an up to date enhanced DBS check to meet the 'suitable person' requirements of Ofsted.
- Students and volunteers who are placed in our pre-school are not counted in our staffing ratios.
- Students and volunteers are responsible to the pre-school manager/s and the manager/s will act as mentors.
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- We require students and volunteers to keep to our confidentiality policy. Any information gained by them about the children, families or other adults in the Pre-school must remain confidential unless prior permission is sought to use such information as part of course assignments when the identity of those involved will not be disclosed.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students and volunteers, at the first session of their placement, with a short induction on how our pre-school is managed, how our sessions are organised and our policies and procedures. Students and volunteers are expected to familiarise themselves with policies and procedures and whenever necessary will refer to staff members for guidance.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students and volunteers in numbers which hinder the essential work of the pre-school.
- We ensure that students placed with us are engaged in bona fide early years' training which provides the necessary background understanding of children's development and activities.
- Regular supervision and appraisal sessions with the pre-school supervisors will be carried out to monitor progress.
- Under 16s can also do work experience placements providing the student's school can vouch for their good character and these students will be supervised and supported as minors and not allowed unsupervised access to children.
- Volunteers will be reimbursed for appropriate "out of pocket" expenses. These expenses will not exceed the actual amounts spent as this could be regarded as payment and could affect tax, benefits or the legal status of the volunteer. Expense claims should be submitted supported by receipts and will be paid promptly in cash.

This policy was read and understood by all staff.

Carol Shields.....
Lucy Brown.....
Helen Graham-Potts.....
Jayne Pronk.....
Amy Kennedy.....

Staff meeting date.....2/9/21.....

To be revised September 2022