

2.3 Students and Volunteers

EYFS: The Safeguarding and Welfare Requirements
3.4, 3.9, 3.11, 3.20, 3.30, 3.31

Policy Statement

Students: Attending a work experience placement at a nursery as part of their training/qualification

Volunteers: Non-students who wish to attend a nursery setting to gain experience. This may be prior to them deciding to take on a course in Early Years or local people just wanting to give something back to the community.

Hopes and Dreams Montessori Nursery recognises that qualifications and training make an important contribution to the quality of the care and education provided by Early Years settings.

As part of our commitment to quality, we offer placements to students undertaking Early Years qualifications and training, and occasionally for secondary school pupils on work experience to support them in their career choices prior to leaving school.

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

The needs and rights of the children are paramount.

Procedures

- Student/Volunteer placements are limited to one per classroom on any one day. Two will be considered if they are able to work opposite ends of the day with minimal over-lap.
- All students/volunteers visit the nursery for a mini-induction with a member of the Management Team prior to starting their placement to ascertain the needs and requirement of their placement. During this visit, they will be provided with a Student/Volunteer Induction pack including relevant policies including Safeguarding (which includes Whistleblowing), Health & Safety, Equal Opportunities, Confidentiality, Achieving Positive Behaviour, Students & Volunteers, and Anti-bribery.
- All students/volunteers are assigned to senior member of staff who will supervise their work and explain the safeguarding, health, safety and fire requirements of the nursery
- Students/volunteers will be supported by their supervisor to understand and adhere to the nursery policies and procedures

- All students/volunteers must adhere to the same codes of conduct as permanent staff including confidentiality, time-keeping and dress code.
- All students/volunteers will be required to carry out some basic training in Safeguarding and Health & Safety
- All volunteers are required to undergo an enhanced Disclosure and Barring Service (DBS) check. As with our policy **2.1 Safe Recruitment of Staff**, we will offer placement whilst awaiting clearance as long as it has already been applied and the students/volunteers can provide evidence of this.
- Students/volunteers will be supervised at all times and will not be left alone with the children.
- Students/Volunteers will only change nappies under close supervision and only when the Management Teams feel that they know the children well enough.
- Students/volunteers will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance. Nursery staff will respect individual students' needs and abilities
- All students/volunteers are encouraged to contribute fully to the nursery's routine and to spend some time in each of the classrooms unless their placement is age specific.
- Students/volunteers will be asked to take part in all nursery activities such as outings, mealtimes etc. They will also be required to carry out the housekeeping tasks such as preparing for and clearing up after mealtimes.

Students Only

- It is expected that during the student's placement, their tutor will visit the nursery or have verbal communication with their nursery management and/or their individual supervisors to give and receive feedback about the student's progress
- An accurate evaluation of ability and performance for both students and training providers will be provided, and the nursery will support students who are experiencing difficulties with action plans if needed
- If students are required to conduct child studies, written permission must be obtained from the parents prior to the start of the assignment.

Volunteers Only

- We require two written references.
- We will discuss and agree the amount of time that volunteers are willing to commit to. If, for any reason, they will not be available on any of the agreed times, then, we request that they let us know as soon as possible.
- Hopes and Dreams does not want volunteers to be disadvantaged financially as a result of their volunteering. It will therefore reimburse your travel and subsistence expenses in line with our Financial Regulations. All expenses must be submitted using the prescribed form, with receipts, to the Finance Manager by the 10th of the month and will be paid with 10 working days.

Ratios

Apprentices as young as 16 can be counted in our staff ratios if the Management deem them to be competent and responsible.

In some cases, we may include students/volunteers on long term placements, aged 17 and over, in our staff:child ratios. This will be the discretion of the Management Team and will only happen when they are satisfied the student/volunteer is competent and responsible.

Young Workers

Any young person in the setting under the age of 18 is considered a child by law, therefore we will be vigilant towards their safety and well-being. We will provide each young person with a mentor within the setting that can support their well-being. Any safeguarding concerns will be dealt with according to our safeguarding policies procedures. We will also ensure that legal working hours for young people are adhered to.

At Hopes and Dreams Montessori Nursery, young workers are expected to behave in the same professional manner as the rest of the staff team. They are also expected to read, understand and adhere to all policies and procedures.

Insurance

We take out Employers' Liability insurance and Public Liability insurance, which covers both student and volunteer placements.

Reviewed: April 2022	Next review date: April 2023
Signed on behalf of the nursery: <i>L. Thorpe Zuzanska</i>	