Anlaby Park Methodist Pre-School

Students and Volunteers Policy

**Students**

The Pre-School is committed to sharing good practice with those wishing to pursue a career in childcare. Therefore, students will be welcomed to join our staff team and gain work experience within our setting. We welcome the chance to encourage training. We accept student placements and recognise this as an opportunity to examine and revise our own practice. We will accept two student(s) at a time as more students than this places undue pressure on staff. We do, however, accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

Students are expected to be associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. Placements will be offered after discussions with the appropriate tutors, and close links have been established with the college or school.

Long-term students will attend a visit to the Pre-School for an interview, followed by their student induction and setting tour. Secondary school work experience students are to have and induction and setting tour on their first day. At this time, students will have the opportunity to read and discuss relevant health and safety policies:

* All students (except children on work experience placements), will have an enhanced Disclosure and Barring Service (DBS) disclosure
* Students will be supervised at all times by a member of staff assigned to them and will not be left alone with the children
* Students will be asked to read all Pre-School policies that relate to their placement during their student induction
* We require students to keep to our confidentiality policy
* It is expected that during the student’s placement, their tutor will visit the Pre-School or have verbal communication with the Student Co-ordinator to receive feedback about the student’s progress
* Students will be offered support and guidance throughout their placement and offered constructive honest feedback in respect of their performance. Staff will respect individual students’ needs and abilities and will aid their development
* An accurate evaluation of ability and performance for both students and training providers will be provided and the Pre-School will support students who are experiencing difficulties with action plans if needed
* To maintain parent partnerships, parents will be informed of when students are present in the Pre-School via the parent newsletter.

All students on placement must adhere to the same codes of conduct as permanent staff and this also applies to time-keeping and dress codes. Confidentiality must be upheld at all times. Students are attached to a member of staff who will supervise their work and explain the health, safety and fire requirements. All students are encouraged to contribute fully to the Pre-School routine and to spend some time in each area. Students must not be left alone with children and they should only be allowed to change nappies when supervised.

**Volunteers**

The Pre-School recognises the immense benefits that volunteers bring to the setting. In return, we hope to give volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.

**Status of volunteers**

A volunteer is not an employee and will not have a contract of employment with the Pre-School. We will however insist that the volunteer follows all Pre-School procedures in the same manner as a paid employee to ensure consistency and quality of care and early learning for the children.

All volunteers will have an enhanced DBS check.

**Training**

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including child protection and health and safety training. The purpose of this is to enable the volunteer to get the most out of their decision to volunteer and enhance their performance in their voluntary role within our team.

**Policies and procedures**

Volunteers are expected to comply with all the Pre-School’s policies and procedures. The volunteer’s induction process will include an explanation of this.

**Confidentiality**

Volunteers are likely to become aware of confidential information within the Pre-School either about the children, its staff and parents. Volunteers should not disclose this information and should follow the Pre-School confidentiality procedure at all times.

**Volunteer's induction pack**

On commencing their volunteer work, the volunteer will be given a pack containing:

* A prospectus
* A confidentiality statement which will require reading, signing and returning to the manager/deputy
* Details of access to all relevant policies and procedures

**This policy was adopted on: 11th March 2022**

**Signed on behalf of the Pre-School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date for review: March 2023**