



INDUCTION OF SHORT-TERM STUDENTS (2 weeks or less)

Policy statement

We provide an induction for all short-term volunteers in order to fully inform them about the setting, the children and their families, our policies and procedures, the curriculum, and our daily practice.

We aim to provide students on placement with us experiences that provide examples of quality practice in early years care and education.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
For further information click here: https://www.foundationyears.org.uk/wp-content/uploads/2012/03/Development-Matters-FINAL-PRINT-AMENDED.pdf			

Role of Student

We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.

Students who are placed in our setting on a short-term basis are not counted in our staffing ratios.

We require students to keep to our confidentiality policy.

Students who come on a placement for work experience are not required to have a DBS check. They are required to read the safeguarding policy as part of their induction. They are supervised at all times by a member of staff and are never left alone with a child or children.

We ask students to remember that they are in an early-years setting as adults, and therefore should provide an appropriate role model for the children at all times.

We require schools placing students under the age of 17 years with the setting to vouch for their good character.

Student name:

School/College:

Suitability documentation from school to vouch for their suitability (this can include a telephone conversation with school): Comments:	
General information/history of setting – staff structure	
Mission statement – ‘make it great for every child every day’	
Introductions to all staff and volunteers, including management.	
Familiarising with the building, toilets, emergency evacuation procedures and health and safety issues.	
Behaviour Management: We never raise our voice or hit children.	
Health & Safety: A full briefing of Health & Safety will be given, including the use of PPE equipment.	
Safeguarding: Explain that a child may choose to disclose something to them. In this instance listen to the child and what they are telling you and speak immediately to Shereen, Emily, or Wiz who are the Safeguarding Leads.	
Confidentiality: Do not discuss outside of preschool information about children/families.	
E-Safety: Under no circumstances should volunteers discuss any aspect of preschool on social media such as Facebook - this is a serious matter.	
Equality: We are open to all children/families. Discuss any children with SEN who may need extra support	
Details of the tasks and daily routines to be completed – daily plans/rhythm of day	
Security – visitors and storage of staff/visitor’s possessions including mobile telephones	
First Aid – who the first aiders are	

Collection of children – do not pass any child over to an adult	
Snacks – how this is done with particular attention to allergies	
Staff notice board	
Absence/sickness: Phone to let us know	
Working hours: discuss hours including breaks	
What to wear and bring:	
Interests and strengths and relevance of this work experience:	
Does volunteer have any paperwork that we need to complete?	

Rotherfield Village Pre-School expectations of conduct:

Dress code: Please ensure you wear clothing which is appropriate for working with young children; you may be crawling about the floor or get covered in paint or glue!

Domestic duties: During the day there are numerous domestic duties that need to be performed, these may include washing up, cleaning the toilets and hand basins, mopping the floor, sweeping up, generally tidying and preparing for each session. These duties vary and you will be required to contribute as necessary. We do not ask students to undertake any tasks which staff themselves do not perform.

First Aid: Most staff are qualified first aiders, and staff should be consulted in the case of an accident, however small. There is a first aid cupboard in the kitchen. All accidents are recorded in the accident book. **Students are not permitted to change children who are wet**, this should always be done by a member of staff.

Fire Drills: If you hear the fire alarm, please follow staff instructions, and leave the building as quickly and safely as possible with the children. The assembly point is outside the football hut.

Punctuality: Please be prompt in arriving at pre-school. You should arrive between 8.30 and 8.45. At lunchtime you may bring sandwiches or go home for lunch. At the end of the day, you will be required to help tidy up and clean in preparation for the following day.

This is a record that has successfully completed their induction training.

Signed..... Senior Staff employee

Date.....

Signed..... Volunteer

Date.....

This Policy was reviewed by	Sandra Cawsey - Bursar
Adopted by	Rotherfield Village Pre-School Staff and Directors
Read and agreed by	
Date	May 2021
Review Date	May 2023

Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
May 2021	Added 'We aim to provide students on placement with us experiences that provide examples of quality practice in early years care and education'. Added Role of Student Added Health & Safety Added Rotherfield Village Pre-School expectations of conduct.	Sandra Cawsey	Rotherfield Pre-School Staff & Directors