



Rainbow Teddies Pre-school Policy Document

Volunteer and Student Placements

Safeguarding & Welfare Requirements:

2) Suitable People

EYFS Key Themes and Commitments:

<i>A Unique Child</i>	<i>Positive Relationships</i>	<i>Enabling Environments</i>	<i>Learning and Development</i>

This policy was adopted at a meeting on:

Review Date:

Signed: on behalf of the Management Committee

Print Name: Position:

Signed: Pre-school Manager



Rainbow Teddies Pre-school Policy Document

Volunteers and Students

Our setting recognises that qualifications and training make an important contribution to the quality of the care and education provided by the early years sector. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

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 of the pre-school children will remain paramount and volunteers/students will not be admitted in numbers that hinder the essential work of the pre-school.

Requirement and Suitability

Short Term Placements

- Volunteers must submit, in writing, their reasons for wishing to work in the pre-school, along with details about any relevant childcare experience.
- School pupils must supply written confirmation from their school to allow them to come to the pre-school during school time and provide contact details of a teacher.
- Childcare students must be confirmed by their tutors as being engaged in an appropriate childcare course, that provides necessary background understanding of children's development and learning.
- Childcare students who may be required to conduct child studies will obtain written permission from the parents/carers of the child to be studied and work with the guidance of the Session Leader.
- Any information gained by the volunteers /students about the children, families or other adults in the pre-school must remain confidential.
- All volunteers/students will be made aware of our *Confidentiality Policy* and of the general health and safety requirements of the pre-school.
- All volunteers and students will be required to complete the necessary documents that will be kept on file by the pre-school.
- Volunteers and students will not have unrestricted access to children or left in sole charge of any children.
- Volunteers/students under the age of eighteen, will not be included in the staff to children ratio.
- It will be deemed not best practice for students/volunteers to attend if they have a younger sibling attending the pre-school.



Rainbow Teddies Pre-school Policy Document

Involving long term contact with children

- Where a student wishes to take up a long term placement and is no longer in full time education then an official application form will need to be completed.
- The student will be required to obtain a Disclosure Barring Service (DBS) check (at his/her own cost) and provide the necessary references.
- The student will undertake an Induction and will be monitored and assessed by the staff.
- Childcare students who may be required to conduct child studies will obtain written permission from the parents/carers of the child to be studied and work with the guidance of the Session Leader.
- Any information gained by the volunteers /students about the children, families or other adults in the pre-school must remain confidential.
- Students will be made aware of the *Confidentiality Policy* and sign an agreement (as part of their induction) to adhere to a number of appropriate policies and procedures, including *Health & Safety* and *Safeguarding and Child Protection Policy*.
- Volunteers and students will not have unrestricted access to children or left in sole charge of any children.
- Volunteers/students, under the age of eighteen, will not be included in the staff to children ratio.
- It will be deemed not best practice for students/volunteers to attend if they have a younger sibling attending the pre-school.
- Regular contact/liaison with course tutors and/or school teachers will be maintained, as part of the monitoring and assessment process for all students.
- Where volunteers/students are **under the age of 18 years old** and staff have any **concerns about a volunteer/student's welfare**, we will follow our *Safeguarding and Child Protection Policy*; as we would normally for any child who attends our setting.