



## Students and Volunteers

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**We believe that a placement for a student or volunteer at our Nursery is a valuable opportunity to build experience whilst learning about working within a childcare Nursery. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to our Nursery.**

However, at all times the needs of the children are paramount and therefore a Nursery needs to restrict the number of students and volunteers admitted at any particular time, in order to minimise disruption to the Nursery's core activities.

The Management Committee is responsible for ensuring that all students and volunteers working at the Nursery are suitable and that they will not detrimentally affect the service provided for children and their parents/carers. The Management Committee has overall responsibility for supervising and supporting students and volunteers while they are at the Nursery.

All students and volunteers must submit two character referees and have undergone an identity check and a DBS disclosure before they begin their placement at the Nursery unless they are doing a school work placement.

We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.

The Management Committee will enter into a formal written agreement with students and volunteers at the start of the placement agreeing hours of work, dress code and expected behaviour within the Nursery. This agreement will also detail what the student or volunteer can expect from the Nursery. Students and volunteers must read, understand and sign the conditions of work before accepting or making a commitment to voluntary work.

Students will be encouraged to discuss their individual learning needs with the Manager when they start work at the Nursery and at regular intervals during their placement.

Students required to conduct child studies beyond the Nursery's normal activities (e.g.: conducting a survey or a group based activity) as part of their course will need to obtain appropriate written consent from the parents/carers of the children concerned.

The Management Committee will ensure that students and volunteers undertake the full induction process given to permanent staff, as set out in the Nursery's 'Staffing' policy.

New students and volunteers will be allocated a member of staff who will have day to day responsibility for them and their needs while at the Nursery.

Students and volunteers will be expected to adopt a professional manner at all times, and work within the Nursery’s existing policies and procedures.

While on the placement, students and volunteers will be both allowed, and expected to participate in all aspects of work at the Nursery, unless otherwise instructed by the Manager. Students and volunteers will attend staff meetings and be encouraged to contribute ideas and share opinions.

Regular supervision sessions with the Manager and/or the designated member of staff will be established as a means of monitoring progress.

Any information gained by the students about the children, families or other adults in the setting must remain confidential.

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually.  
Next due to be updated: September 2020

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”