

26. Student/Regular Volunteer placement policy

26.1 Statement of intent

This Pre-school recognises that qualifications and training make an important contribution to the high quality of care and education provided in Pre-school settings. As part of our commitment to maintain our high quality care and education, we offer placements to students undertaking Early Year's qualifications and training and secondary school work experience.

26.2 Aim

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

26.3 Methods

We follow the guidelines set by Ofsted when offering a placement to a student/regular volunteer.

- We require schools placing students under the age of 17 years with the Pre-school to vouch for their good character and provide written confirmation of the qualification they are working towards.
- Volunteers and students under the age of 17 cannot count towards the ratio and are supervised at all times.
- Volunteers and students aged 17 and over who are on long-term placements may be included in the ratios if the provider is satisfied they are competent, responsible and the following checks have been carried out: two references, the completion of a DBS check and medical declaration form. No student or volunteer will be left unsupervised with the children unless the relevant documentation has been received, cleared and recorded by the committee.
- Volunteers and students are given full information and guidance on their roles and responsibilities.
- We take out employers' liability insurance and public liability insurance which covers both students and volunteers.
- We require students and volunteers to keep to our **Policy No. 8 Confidentiality**, they are required to acknowledge they understand this fully, by confirming this in writing.
- We co-operate with student's tutors or assessors in order to help students to fulfil the requirements of their course of study.
- We provide students with induction training which covers health and safety issues, written information on safeguarding children and who to report concerns to, how our sessions are organised and specific roles of staff, risk assessment, policies and procedures handbook.
- We provide support and information on how to access additional information and training to help develop their skills further.
- We communicate a positive message to students about the value of qualifications and training.
- We provide a full range of experiences and share our knowledge of early years to help each individual to reach their potential.
- We make the needs of the children paramount by not admitting students in numbers which hinder the essential work of the Pre-school.

26.4 Links to other policies, legislation and forms:

- DBS check
- References
- Policy 8. Confidentiality
- Policy 9. Data Protection Policy
- Policy 25. Staff Development, Training and Employment

26.5 Training / Education

This policy forms part of the Induction Training of Employees, Students and Volunteers.

This policy was adopted at a meeting of Walton Under Fives Pre-School held in October 2013 and reviewed in June 2021

Signed (Pre School Manager) Date

Signed (Committee Chair) Date