

Student, Visitor and Volunteer Policy

Aim

It is vital that unregistered staff are thoroughly supervised, are made to feel part of the team and participate fully in every other aspect of the nursery day.

The nursery welcomes the chance to encourage volunteers and training opportunities. We accept student placements and recognise this as an opportunity to examine and revise our own practice. We have forged close bonds with local colleges and agencies that send students to us to work at the nursery on placement, helping with their training and work experience. The manager and deputy managers are responsible for student liaison and helping the nursery and student to get the best use of each other.

Students

At Fun Foundations we are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our nursery. We will accept 2 students 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.

We will only offer placements to students who are associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college or school.

We expect all students to visit the nursery for an interview, followed by their student induction and nursery tour. At this time students will have the opportunity to read and discuss relevant health and safety policies, receive a copy of the Student Handbook and sign their contract in readiness for their first day.

Our policy for those on placements is as follows:

- All students will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins
- All students are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the nursery
- Students will be supervised at all times by the member of staff assigned to them and will not be left alone with the children. They will only change nappies under supervision
- Students will be supported to understand nursery policies and procedures
- We require students to keep to our confidentiality policy
- It is expected that during the student's placement, their tutor will visit the nursery 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 given constructive honest feedback in respect of their performance. Staff will respect individual students' needs and abilities
- An accurate evaluation of ability and performance for both students and training providers will be provided and the nursery will support students who are experiencing difficulties with action plans if needed
- To maintain parent partnerships, parents will be informed when students are present in the nursery e.g via the parent noticeboard. Wherever possible this will be accompanied by a recent photograph of the student
- All students on placement must adhere to the same codes of conduct as permanent staff including time-keeping and dress codes
- All students are encouraged to contribute fully to the nursery routine and to spend some time in every area.

In some cases we may include students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) in our staff: child ratios. This will be the discretion of the manager and only will only occur when the manager is satisfied the student/ apprentice is competent and responsible.

Visitors

At Fun Foundations we recognise the immense benefits that volunteers bring to the nursery. In return we hope to give volunteers an opportunity to share 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 nursery. We will, however, insist that the volunteer follows all nursery procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Volunteers will be supervised at all times.

Enhanced Disclosure and Barring Service (DBS) check

All volunteers will have suitability checks conducted in the same way as paid employees. This will include an enhanced DBS check. These checks will be conducted before any volunteer starts their time within the nursery and will also include two written references.

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 be supported and enhance their development in their voluntary role within our team.

Policies and procedures

Volunteers are expected to comply with all the nursery's policies and procedures. The volunteer's induction process will include an explanation of this.

Confidentiality

Volunteers should not disclose information about the nursery, staff, children and families as stated in the confidentiality policy and should follow the nursery confidentiality procedure at all times.

Volunteer support

The nursery has a designated officer who will take the volunteer through their induction and support and advise them throughout their time in the nursery. Our designated officer for volunteers is Tracey Stevens.

Student, Volunteer and Visitors Procedures

- The person in charge is responsible for ensuring all staff are registered to work on the premises. Checks are carried out, however, staff can work in the nursery before these checks are completed as long as they are supervised by registered staff.
- All staff will be informed of students or volunteers awaiting registration clearance.
- Students are attached to a senior member of staff who supervises their work and explains the safety and fire requirements
- Part time students, visitors and volunteers are not counted in staff to child ratios.
- All students are encouraged to contribute fully to the nursery routine and to spend some time in each area.

Unregistered staff must never:

- Be left unsupervised whilst caring for children.
- Take children for toilet visits unless supervised by registered staff.
- Change nappies whilst unsupervised
- Be left unsupervised during outdoors play
- Be left alone in a room with children
- Administer medication
- Administer first aid.
- Open the door to parents or visitors
- Answer the telephone

Date of Review	Changes Made	Signatures	Date of Next Review
15/01/15	Highlighted in red	A. Ferguson	January 2016
06/05/2016	In red	A. Ferguson	May 2017
05/04/2017	None	A. Ferguson	April 2018