

# Students and volunteers Policy



## Policy

Tiny Oaks Day Nursery recognises that qualifications and training make an important contribution to the quality of care and education provided by the early years setting.

As part of our commitment to quality we offer placements to students undertaking a early year's qualification and volunteers. We aim to provide students and volunteers with experiences that contribute to the successful completion of their studies by demonstrating examples of quality practice in our setting.

## Procedures

- We require all students and volunteers to meet the 'suitable person' requirements of Ofsted and have a Disclosure & Barring Service check and provide two suitable references
- A risk assessment will be carried out for health and safety reasons before the volunteer or student starts work at the nursery
- Students and volunteers will be supervised at all times and cannot have unsupervised access to children. A permanent, qualified member of staff will always be working with them providing them with guidance and reassurance
- The needs of the children in our care is paramount so we therefore do not admit students in numbers which may hinder the essential work of the setting in our staffing ratios
- We have liability insurance and public liability insurance which covers both trainees and voluntary helpers
- All students must abide by our Confidentiality Policy
- We liaise with student's tutors to help students fulfil the requirements of their course of study
- We provide all students and volunteers with a short induction at their first placement on how the setting is managed, how our setting is organised and our policies and procedures
- Students and volunteers should ensure that they complete a Staff Details Form so that the nursery has emergency contact details for them. They should also complete and return the Staff Health Declaration
- We communicate a positive message to students about the value of qualifications and training

## JOB ACTIVITIES:

- To sometimes assist in the day-to-day administration and record keeping
- To assist in facilitating safe, creative, appropriate play opportunities and help with preparation and organisation of activities on the timetable etc
- Attend meetings as appropriate
- Carry out all activities within an equal opportunities framework
- To work within the agreed policies

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- To assist with cleaning the premises, tidying the equipment, preparation of snacks and lunches

Volunteers and students should always try to:

- Use judgement and common sense
- Work as part of a team

Students or volunteers under the age of 17 cannot be included in the staff to child ratios. Student and volunteers of 17 years of age may only be used in staff ratios once they have sufficient experience of childcare within the nursery and have proved that they understand and can implement nursery policies and are fully capable of looking after children in the care of the nursery.

<i>This policy was adopted on</i>	<i>Signed on behalf of the nursery</i>	<i>Date for review</i>
<i>16/1/2023</i>	<i>m khaira</i>	<i>16/01/2024</i>