



# Nottingham Nursery School & Training Centre

## Students and Volunteers Policy

### June 2017

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

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

The Head is responsible for ensuring that all students and volunteers working at the School are suitable and that they will not detrimentally affect the service provided for children and their parents/carers. The Head has overall responsibility for students and volunteers while they are at the School, but will delegate supervision to an appropriate mentor. The mentor will be a permanent member of staff who will have day to day responsibility for them and their needs while at the School.

All students and volunteers must be 16 years old or over, submit two character references, and have up to date DBS checks before they begin their placement at the school.

The Head will enter into an agreement with students and volunteers at the start of the placement agreeing hours of work, dress code and expected behaviour within the School. This agreement will also detail what the student or volunteer can expect from the School. Students and volunteers must understand and agree to accept school policies and procedures before accepting or making a commitment to voluntary work. Students will be encouraged to discuss their individual learning needs with the Head and/or mentor when they start at the School, and at regular intervals during their placement.

Students required to conduct child studies beyond the school's normal activities (ie: 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 Head will ensure that students and volunteers undertake the full induction process given to permanent staff.

While on the placement, students and volunteers will be both allowed – and expected – to participate in all aspects of work at the School, unless otherwise instructed by the Head. Students and volunteers will attend staff briefings and meetings and be encouraged to contribute ideas and share opinions. Regular supervision and appraisal sessions with the Head and/or the designated member of staff will be established as a means of monitoring progress.

Students and volunteers on placement will not be included in the staff to children ratio.

This policy will be reviewed every 3 years.