



## **STUDENTS AND VOLUNTEER POLICY**

Volunteers/students at Playtime Day Nursery bring with them a range of skills and experience that can enhance the learning opportunities of children at the setting. We welcome and encourage volunteers from our local community.

### **Status of volunteers and students**

A volunteer and students are not an employee and will not have a contract of employment with the nursery. We will, however, insist that the volunteer/student 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.

### **Training**

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including any free e-learning training such as child protection.

The purpose of this is to enable the volunteer to be supported and enhance their development in their voluntary role within our team.

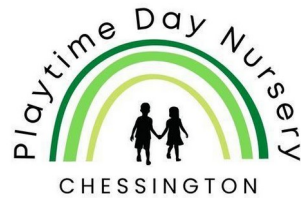
All volunteers/students will be welcomed to Playtime and given an induction pack which outlines their role/rules within the nursery clearly to avoid the possibility of misunderstanding. Mentors will support students and volunteers to ensure that standards of practice and continuity of care for the children is maintained.

All volunteers and students will be asked to fill out a health screening and conviction questionnaire, a contact form and an emergency contact card which will be store in the student file in the office.

All volunteers will be required to hold a relevant DBS before they can volunteer in the nursery and students on long term placement must have DBS.

You will also be given copies of the following policies and asked to sign to say that you agree to adhere to these:-

- Confidentiality Policy
- Health and Safety Policy
- Fire Procedure/evacuation
- No Smoking Policy/vaping
- Safeguarding Children aka "Child protection"/FGM and Prevent
- Whistle blowing Policy



- Nappy Changing/Toilet Procedure Policy
- Safe Lifting Policy

You are bound by a code of confidentiality. Any concerns that volunteers/students have about children they work and come into contact with should be voiced with the manager or deputy and NOT the parents/persons outside of the nursery.

Volunteers/students who are concerned about anything another adult in the nursery does or says should raise this matter with the nursery manager or deputy.

As volunteers/students you are role models, children learn through example and modelling is an important way to teach children about values that support diversity, equality, behaviour and practices.

All volunteers/students must provide the nursery with contact details for themselves and for a next of kin as a contact in an emergency.

Volunteers and Students should never be in the position where they have been left on their own with children in a room or area such as outdoor /the cot room etc.

Volunteers and students at Playtime Day Nursery Chessington must uphold a professional manner including:

Dress code- this should be appropriate to working with children and in line with the induction pack requests.

Being a part of a team- including gradual planning or helping with routines and passing on relevant information to staff and management.

Communication- with children, staff and parents should be effective and appropriate, showing children positive role models.

Students required to do observations as part of their course will need to obtain appropriate written consent from the parents of the children.

Supporting children's learning and development- following the EYFS (The Early Years Foundation Stage) and helping to identify and support each child's individual needs.

If a volunteer/student witnesses an accident/incident, they must inform the nearest member of staff. They may assist the member of staff but NOT aid the child solely.

Volunteer/students must never administer medicines or sign documents such as medicine-consent forms or accident forms.



You should inform the nursery if you need to/wish to participate in particular activities any observations you make should be shared with manager or deputy.

Any documents that need to be signed should be done so by manager/deputy or mentor.

In some cases we may include students/volunteers on long term the placements (aged 17 and over) and staff working as apprentices (aged 16 and over) in our staff: child ratio. This will be at the discretion of the manager.