



# Student and Volunteer Policy

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## Reviewed

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## **Student and Volunteer Policy**

This policy represents the agreed principles for Student placement throughout the pre-school. All Pre-School staff, representing Lilly Brook Childcare Ltd at our Bickley Cricket Club setting have agreed this policy.

We recognise the quality and variety of work in a Pre-School, makes it an ideal student placement from school and college childcare courses. Students are welcomed into the setting on the following conditions:

- The needs of the children are paramount.
- Students will not be admitted in numbers which hinder the essential work of the Pre-School.
- Students required to carry out child studies will obtain written permission from the parents of the child to be studied.
- Students must be confirmed by their tutor as being engaged in a bona fide child care course, which provides necessary background understanding of children's development and activities.
- Any information gained by the students about the children, families or other adults in the Pre-School school must remain confidential. Records of information will be held at the Pre-School.
- Students will never be left unattended with children. They will be assigned a mentor to shadow during their daily activities.
- Unless registered as a fit person, a student will not have unrestricted access to children. If for any reason the staff, children or parents are unhappy with a student then it will be necessary for he or she to leave immediately.
- Staff/ volunteers/ students under the age of 17 cannot count towards the ratio and should always be supervised.

Individuals aged 17 and over who are on a long-term placement may be included in the ratios if the provider is satisfied, they are competent and responsible.

Mobile phones must be surrendered to the manager on entry, to ensure they are safe and not accessed during a session.

Any member of staff or student found with a mobile phone in the setting in operational hours will be subject to disciplinary procedures or have their placement terminated.

Managers must be provided with all personal details (including medical needs) and emergency contact details for all students.

The Pre-School always welcomes visits from tutors to discuss students on placement. Students must behave in a professional manner both inside the setting and within the grounds in regard to communicating with staff, children and families. Failure to do so will result in a termination of placement at Lilly Brook Pre-School.

This policy was adopted by the managers and staff in January 2016.