

## Students and Volunteers

---

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

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

The Management Committee and Manager are responsible for ensuring that all students and volunteers working at Little Pippins are suitable and that they will not detrimentally affect the service provided for children and their parents/carers. The Management Committee/Manager have overall responsibility for supervising and supporting students and volunteers while they are at Little Pippins.

Trainees and student placements under 17 years of age are supervised at all times and are not counted in the staffing ratios. We do not allow them to have unsupervised access to children. Where the Management Committee/Manager is satisfied that trainees aged 17 years or over are competent and responsible, they may be included in the staffing ratios.

We require schools, colleges or universities placing students under the age of 17 years with us to vouch for their good character.

Students and volunteers must submit two character referees and have undergone an identity check and a Disclosure and Barring Service disclosure before they begin their placement at Little Pippins.

We take out employers' liability insurance and public liability insurance, which cover both trainees and voluntary helpers

The Management Committee will enter into a formal written agreement with students and volunteers at the start of the placement agreeing hours of work, dress code and expected behaviour within Little Pippins as outlined in the handbook. This agreement will also detail what the student or volunteer can expect from Little Pippins. Students and volunteers must read, understand and sign the conditions of work before accepting or making a commitment to voluntary work.

Students will be encouraged to discuss their individual learning needs with the Manager when they start at Little Pippins and at regular intervals during their placement. We will co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.

Students required to conduct child studies beyond Little Pippins' normal activities (e.g. 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 Management Committee/Manager will ensure that students and volunteers undertake the full induction process given to permanent staff, as set out in our handbooks and 'Staffing' policy.

New students and volunteers will be allocated a member of staff who will have day to day responsibility for them and their needs while at the setting.

Students and volunteers will be expected to adopt a professional manner at all times, and work within Little Pippins' existing policies and procedures particularly Health and Safety, Safeguarding Children, Confidentiality and Records, Information Sharing.

While on the placement, students and volunteers will be both allowed – and expected – to participate in all aspects of work at the setting, unless otherwise instructed by the Manager. Students and volunteers will attend staff meetings and be encouraged to contribute ideas and share opinions.

Regular supervision and appraisal sessions with the Manager and the designated member of staff will be established as a means of monitoring progress.

This policy was adopted at a meeting of Little Pippins Management Committee

Held on: 17<sup>th</sup> May 2021

Signed on behalf of the Management Committee ...*K Dee*

Role of signatory: Chair

Review date: 2022