

DELLCOTTAGE
DAY NURSERY

A place, to play, learn, discover and grow

POLICY & PROCEDURE FOR STUDENTS/VOLUNTEERS

Having volunteers or students on work placements helping at your childcare provision can be a positive experience for everyone.

They could be:

- working with the children,
- be part of the management committee,
- involved with fundraising,
- helping with administration or publicity.

This depends on where their skills and interests lie.

We will discuss and plan carefully what volunteers or students your organisation may need and look at the skills and experience that they may be able to bring.

The experience of volunteering

It is important to remember that the experience of volunteering at your childcare provision may be essential to people who want to rejoin the job market or go on to undertake training in the childcare field. The benefits work both ways and volunteers or students on work placements may be an excellent source of new staff for your organization. Dell Cottage welcomes students from local colleges undertaking childcare qualifications.

Recruitment and selection of volunteers

As with paid staff the group's policy and procedure for recruiting and selecting will be used for volunteers. It will also be necessary to decide the content of your volunteers' job descriptions, looking at their responsibilities and who they will be accountable to. References and CRB checks will be required in the same way as paid staff.

Students/volunteers who are on long term placements and are over the age of 17 years may be included in the ratios if needed and the supervisor is comfortable with them being competent and responsible to do so.

Employer's' responsibility

When recruiting Volunteers or Modern Apprentices, it is the employer's responsibility before they can start work to:

- inform the registering authority
- take up references
- CRB check the person
- arrange health checks

With Student work placements it is the training provider's responsibility to:

- CRB check the student
- arrange health checks
- take up references

Induction of Volunteers

When a student or volunteer begins work at your organisation they will have an induction period, this would include:

- Initial meetings with everyone, including parents and children
- Introductions to all other staff , volunteers and students
- Basic information about the childcare provision
- Health and safety information
- Dress code

Involve volunteers

Volunteers/Students are welcome to contribute to all areas of your organisation, staff meetings, support and supervision sessions, training opportunities and activity planning meetings.

Volunteers/students are covered by the settings public liability insurance and will never be left alone with a child unattended.

Young people under the age of 18 years will need to have their parents consent to take part in some activities.

The above policy will be reviewed regularly and the procedure monitored and evaluated.