



STUDENT AND VOLUNTEER POLICY

Safeguarding and Welfare Requirements / 3.8, 3.9, 3.10, 3.19, 3.68, 3.70, 3.71, 3.74, 3.75

Precious Memories Day Nursery recognises that the quality of care and activities we offer make an ideal place for students on placement, whether from schools or college childcare courses. We welcome students under the following conditions:

- Students and volunteers will only be offered a place following a full interview. All students and volunteers need to undergo induction training upon starting at the setting.
- **All students and volunteers will need to have up-to-date clearance from the Disclosure and Barring service (DBS).**
- The manager will need to understand the requirements of the course that the student is taking, as far as possible, in order to provide the opportunity to experience the most relevant aspects of setting life.
- Students will be assigned a mentor for each room they assist in. The mentor will complete reports and assist the student in achieving their target.
- Students will undergo an induction with the manager to ensure they are aware of Precious Memories Day Nursery's high professional expectations. The manager 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 the setting. Students and volunteers must read and sign the conditions before making a commitment to voluntary work.

- Students and volunteers must never be left alone with any children. All activities will be supervised by a member of staff.

- Any information gained by the student or volunteers either verbally or written must remain confidential.

- Written parental permission must be sought before an observation or child study occurs.

- Each room can take only one student or volunteer at a time.

- Students and volunteers on placement should not be counted within the staff to children ratio.

- Students and volunteers are encouraged to ask if they have any queries about the setting, its policies and practices.