

## Student and Volunteer Policy

### **Statement of Intent**

We recognise that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training, including those studying for the Level 2 & 3 Childcare courses and placements for school pupils on work experience.

### **Aim**

We aim to provide for students on placements with us, experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

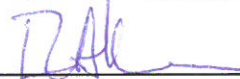
### **Method**

- We require students and volunteers to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise students and volunteers at all times and do not allow them to have unsupervised access to children.
- Students and volunteers who are placed in our setting on a short-term basis are not counted in our staffing ratios.
- Students and volunteers ages 17 and over are required to provide a DBS disclosure prior to starting at Banwell Buddies – this can have been issued by an alternative setting, however acceptance of this is at Banwell Buddies discretion.
- Long term students and volunteers (3 months and over) are required to have a DBS check through our umbrella agent TMG, prior to starting at Banwell Buddies. However where this is not possible, acceptance of this is at Banwell Buddies discretion.
- Only students who are enrolled on 'Childcare and Development apprenticeship' may be included in the ratios, if they are deemed competent & over the age of 17.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our Confidentiality Policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students with an induction on how our setting is managed, how our sessions are organised and our policies and procedures before they start their placement.
- We communicate a positive message to students about the value of qualifications and training.

- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.
- Volunteers and Committee members will be given full information and guidance on their roles and responsibilities

This Policy was adopted at the meeting of: Banwell Buddies

Held on: 10 January 2017

Signed on behalf of the Committee: 

Role of Signatory: Chair of Management Committee

Last update: 07/02/2019