

## **Students & Volunteers**

As part of our role within the community, we offer students & volunteers the opportunity to spend a number of days / weeks working with the children in the nursery in order to gain practical experience and meet their training requirements. All students & volunteers will have a small informal interview and a trial basis to ensure they are suitable to carry out the placement and work with the children.

All students & volunteers will be allocated to work alongside a member of staff whilst on placement in the nursery. The Nursery Manager / Deputy will go through the nurseries policies and procedures with the student and a full induction including safeguarding and risk assessment with the student will be carried out. The student and mentor will be required to sign the induction sheet once the induction has been completed. The students / volunteers are supervised at all times by qualified staff members.

All students & volunteers are required to sign the staff register / visitors book on arrival and departure. It is the responsibility of all students / volunteers to ensure that any course work they are required to carry out on placement is discussed with the Nursery manager / deputy. All Students / volunteers are responsible for their own placement record books and are asked at induction that these are brought with them when attending their placement.

Students / volunteers are responsible for asking their mentor to sign their books for attendance and for any tasks that they have completed.

Nursery staff are not responsible for any record books that belong to students / volunteers. Staff will only complete records when asked to do so by the student, staff will not backdate any record books.

Students / volunteers may wish to observe and study children in the nursery. Permission must be granted from parents / carers before doing so and any information must be kept confidential.

The needs of the children are paramount and must always be put first students / volunteers will not be included in staff / child ratios, or where they will hinder the essential work of the nursery.

**This policy was revised & updated on the 15<sup>th</sup> August 2022  
Eversley Nursery School**