

Students and Volunteers

Grass Roots Private Day Nursery: Student and Volunteer Placement Policy

Purpose:

To outline the procedures for managing student and volunteer placements at Grass Roots Private Day Nursery, ensuring a positive and enriching experience for all involved.

Key Principles:

- **Quality Placements:** We are committed to providing high-quality placement experiences.
- **Individualised Support:** We will provide individualised support and guidance to students and volunteers.
- **Safe and Secure Environment:** We will prioritise the safety and well-being of all individuals involved.
- **Collaboration and Partnership:** We will collaborate with students, volunteers, and their respective institutions.

Procedures:

1. **Application and Review:**
 - Review applications from interested students and volunteers.
 - Assess suitability and availability of placements.
 - Prioritise local parents of children under five.
2. **Initial Meeting:**
 - Conduct an initial meeting to discuss expectations, roles, and responsibilities.
 - Provide a nursery tour and review relevant policies.
3. **Placement Agreements:**
 - Complete student/volunteer placement agreements.
 - Obtain necessary information, including contact details and medical information (if applicable).
 - Ensure students and volunteers understand their rights and responsibilities.
4. **Supervision and Support:**
 - Assign a mentor or supervisor to each student or volunteer.
 - Provide regular support, guidance, and feedback.
 - Ensure students and volunteers are never left alone with children.
5. **Training and Development:**
 - Offer induction and training on relevant topics, including child protection, safeguarding, and health and safety.
 - Provide opportunities for professional development and skill-building.
6. **Evaluation and Feedback:**
 - Conduct regular evaluations to assess the effectiveness of placements.
 - Gather feedback from students, volunteers, staff, and parents.
 - Use feedback to improve future placements.
7. **Communication and Collaboration:**
 - Maintain open communication with students, volunteers, their institutions, and parents.
 - Collaborate to address any concerns or issues.

Additional Considerations:

- **DBS Checks:** Ensure that students and volunteers have the necessary DBS checks (where applicable).
- **References:** Two References (following the guidance set, see Appendix 1)
- **Confidentiality:** Maintain confidentiality of all information related to the placement.
- **Insurance Coverage:** Ensure that students and volunteers are covered by appropriate insurance.
- **Legal Compliance:** Adhere to relevant legislation and regulations.

By following these procedures, we aim to provide a valuable and rewarding placement experience for students and volunteers while ensuring the safety and well-being of all involved.

Appendix 1:

References:

3.20 Providers must obtain a reference for any member of staff (including students and volunteers) before they are recruited. Providers should:

- Not accept open references e.g. to whom it may concern.
- Not rely on applicants to obtain their reference.
- Ensure any references are from the applicant's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.
- Not accept references from a family member.
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting.
- Ensure electronic references originate from a legitimate source.
- Contact referees to clarify content where information is vague or insufficient information is provided.
- Compare the information on the application form with that in the reference and take up any discrepancies with the applicant.
- Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.

3.21 References should be provided for previous employees upon request in a timely manner. When asked to provide references, providers should ensure the information confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold²³. They should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.

EYFS statutory framework for group and school-based providers

https://assets.publishing.service.gov.uk/media/687105a381dd8f70f5de3ea9/EYFS_framework_for_group_and_school_based_providers.pdf