

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).
- **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.