



Student Placement and Volunteer Policy

We recognize that the quality and variety of work which goes on in a pre-school makes it an ideal place for students on placement from school and college childcare courses, as well as those on the Diploma/NVQ in Early Years Childcare courses.

We will ensure that all recruitment and selection procedures are carried out with full regard to equality.

We ensure all students and volunteers have access to our Safeguarding policies and procedures.

Students are welcome in The Little Pennies Pre-School on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the work and running of the Pre-School.
- Students must be confirmed by their tutor as being engaged in bona fide work experience or childcare course, which provides necessary background understanding of children's development and activities.
- Students required to conduct child studies will obtain written permission from the parents of the child to be studied.
- Any information gained by the students about the children, families or other adults in the Pre-School must remain confidential.
- Students should not be left alone/unsupervised at anytime.
- Mobile telephones are to be left in the secure office during session times.

Students have the responsibility to support the Pre-School Manager and other Staff throughout the session and to work within the guidelines set by the Pre-School Manager.

These are achieved through the following:

- Following health and safety guidelines, policies and procedures of The Little Pennies Pre-School
- Informing the Leader should they not feel confident with allocated roles within each session
- Encouraging and supporting all children within the Pre-School

Volunteers

Our pre-school welcomes parents and carers to volunteer their time to help at the pre-school.

No volunteers will be left alone with any children or will be involved in any aspects of intimate care.

Offers of volunteering from the wider community will be looked at on a case by case basis and acceptance will depend on the qualification and skills of the individual and any support the individual may need. The needs of the children will always be paramount and any potential effects on the smooth running of the pre-school will be taken into account.

For regular volunteers a short induction on how our pre-school is managed, how our sessions are organised and our policies and procedures will take place during the first session.

This policy was adopted at a meeting of Trustees held on

and was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)