

EYFS Student and Volunteer Policy

The Lodge and Classes 1 and 2 welcome the chance to encourage training. We accept student placements and recognise this as an opportunity to examine and revise our own practice. We have forged close bonds with local Schools, Colleges and Universities that send students to us to work at the Nursery on placement, helping with their training and work experience. The Head of the Early Years is responsible for student liaison and helping the Early Years Department and student to get the best out of each other.

AIM:

It is vital that all new staff are thoroughly supervised, are made to feel part of the team and participate fully in every aspect of the School Day.

PROCEDURES:

- Lesley Gundersen is responsible for ensuring all staff are registered to work on the premises.
- We will accept one student at a time and normally only one each term. More than this places undue pressure on the staff. We do, however, accept small groups or occasional placements when research or studies are being carried out which will be of benefit to childcare.
- All staff will be informed of students or volunteers awaiting registration clearance.
- All students and volunteers are given a full induction and new starter pack one week after starting. Before this time, they are always shadowed by a member of staff.
- Students are attached to a senior member of staff who supervises their work and explains the safety and fire requirements.
- All students on placement must adhere to the same codes of conduct as permanent staff and this also applies to time-keeping and dress codes.
- Part time students are not counted in staff to child ratios.
- All students are encouraged to contribute fully to the routine and to spend some time in each area.

Apprentices/Students must never:

- Be left unsupervised whilst caring for children.
- Be left alone in the area/classroom with children.
- Administer medication.
- Administer first aid.

Reviewed 1 May 2019