

## Students and Volunteers

At Cygnets we believe that a placement for a student or volunteer at our preschool is a valuable opportunity to build experience while learning about working within a childcare setting. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to our setting.

However, at all times the needs of the children are paramount and therefore the preschool will restrict the number of students and volunteers admitted at any particular time, in order to minimize disruption to the setting's core activities.

The Cygnets Leader is responsible for ensuring that all students and volunteers working at the pre-school are suitable and that they will not detrimentally affect the service provided for children and their parents/carers. The Leader has overall responsibility for supervising and supporting students and volunteers while they are at the preschool.

All students and volunteers must be 16 years old or over and have up to date enhanced DBS checks before they begin their placement at Cygnets.

The Leader will enter into a formal written agreement with students and volunteers at the start of the placement agreeing hours of work, dress code and expected behaviour within the pre-school. This agreement will also detail what the student or volunteer can expect from the preschool. Students and volunteers must read, understand and sign the conditions of work before accepting or making a commitment to voluntary work, including signing the confidentiality agreement.

Students will be encouraged to discuss their individual learning needs with the Leader when they start at the pre-school and at regular intervals during their placement.

Students required to conduct child studies beyond the preschool's normal activities (i.e.: conducting a survey or a group-based activity) as part of their course will need to obtain appropriate written consent from the parents/carers of the children concerned.

The Leader will ensure that students and volunteers undertake the full induction process given to permanent staff, as set out in the 'Staffing' policy.

New students and volunteers will be allocated a mentor who will have day to day responsibility for them and give support and advice during their time at the preschool.


Students and volunteers will be expected to adopt a professional manner at all times, and work within the preschool's existing policies and procedures.

While on the placement, students and volunteers will be both allowed – and expected – to participate in all aspects of work at the preschool, unless otherwise instructed by the Leader. Students and volunteers may attend staff meetings and be encouraged to contribute ideas and share opinions.

Regular supervision and appraisal sessions with the Leader and the designated member of staff will be established as a means of monitoring progress.

Students and volunteers on placement will not be included in the staff to children ratios.

Under 16s can also access work experience when on placement from school, risk assessments need to be undertaken and permission forms must be signed for this to happen.

Signed:  ..... Chairperson