



Policy on Volunteers, Student Placement and parent helpers

Aim: To ensure safety of nursery children at all times. To provide an environment where the community are welcome. To enhance the community by encouraging training in Early Years Care.

The staff of The Exwick Ark are proud of the good practice which has been developed within the nursery. We are always keen to share this good practise with other early year's professionals or students considering a career in child care. We recognise that students often have much to offer our staff and children and can be an asset to the nursery. We also welcome volunteers, parents or others to help within the setting.

Whilst encouraging students and volunteers we must ensure the safety of the children in our care. Any adults visiting or working in The Exwick Ark will be carefully supervised by a qualified member of staff until the management are satisfied that they are able and suitable to work with the children unsupervised. This will include seeing/ obtaining a Disclosure and Baring Service (DBS) enhanced check and 2 references, if the placement is to last for more than 2 weeks or 10 days in any academic year.

Volunteers, students and parent helpers will be shown around the setting by a senior member of staff and they will be directly responsible to a room leader. They will be asked to sign the visitors' book or student and volunteer hour's sheet (as appropriate) and wear an identity badge during each visit. A temporary staff/ volunteer induction programme for each individual will be established and monitored by their designated room leader to ensure safe practise is adhered to. Students will be given a student handbook.

Students and volunteers wishing to complete a placement at The Exwick Ark should write or telephone the nursery manager explaining the purpose of the placement. The manager will reply and invite the student for an informal meeting. It will usually also be necessary for the individual to complete a short application form so that we have the necessary contact details. A room leader will be the point of contact with the student's tutor and will liaise with the tutor on the progress and assessment of the student during their time with us.

Signed: