

## **Student and Volunteer Policy**

**We believe that a placement for a student or volunteer at Brunswick or Colleges Nursery School is a valuable opportunity to build experience while learning about working within a nursery environment. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to our nurseries.**

The needs of the children are paramount. Cambridge Nursery Federation will restrict the numbers of students and volunteers admitted at any particular time.

The Headteacher has overall responsibility for supervising and supporting students and volunteers while they are at the nursery.

All students, work placements and volunteers may have up to date Disclosure and Barring check (DBS), if appropriate, before they begin their placement. If not they will be under FULL SUPERVISION by qualified staff employed by Cambridge Nursery Federation AT ALL TIMES.

The Headteacher will have an agreement with students and volunteers at the start of the placement, which will agree hours of work, dress code and expected behaviour within the nursery.

Students and volunteers on placement should not be included in the staff to children ratio unless age 17 or over. In this case, they should be attending as a regular volunteer and deemed to be competent. There will be at least two full members of staff on duty as well as the student or volunteer.

Students will be encouraged to discuss their individual learning needs with the designated member or staff when they start at the nursery and at regular intervals during their placement.

Students conducting child studies beyond the Cambridge Nursery Federation's normal activities (ie 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 Headteacher will ensure that students and volunteers undertake an induction process.

New students and volunteers will be allocated a member of staff who will have day to day responsibility for them and their needs while at the nursery.

While on the placement, students and volunteers will be both allowed (and expected) to participate in all aspects of work unless otherwise instructed by the designated member of staff. Students will attend staff meetings and be encouraged to contribute ideas and share opinions.

- We will ensure that we have up to date employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers
- We require students and volunteers to keep to our confidentiality policy
- We cooperate with students' tutors in order to help students to fulfill the requirements of their course of study
- We communicate a positive message to students about the value of qualifications and training
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities

Policy reviewed: May 2016

Next review: May 2019