



Cover Staff/Student/Volunteer Policy:

This Nursery recognises that qualifications and training make an important contribution to the quality of the care and education provided by Nursery settings. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training, for example those studying for the CACHE level 2 /3 Certificate in Pre-school Practice, CACHE level 3 Diploma in Pre-school Practice, and Play work Level 1 & 2, or any other relevant school, college or university course.

We also recognise the importance of encouraging individuals to gain experience in a children's nursery in a volunteer role. This can help to encourage individuals back into work and/or training and provide the nursery with a wealth of experience from different cultures and professions.

We require students to meet the 'suitable person' requirements of Ofsted.

We require schools placing students under the age of 17 years to vouch for their good character.

We require written evidence from schools, colleges and universities to confirm that the student has a valid DBS check and any other checks that have been undertaken before the placement begins. We expect them to be open and share any information that is appropriate and relevant in assessing the students' suitability to work with children.

We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.

Students who are placed in our nursery on a short-term basis are not counted in our staffing ratios. Students who are placed for longer periods - for example, a year - may be counted in our staffing ratios and be allowed unsupervised access to children provided we consider them to be competent, are 18 years of age or over and have a valid DBS check which was obtained by us.

We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.

We require students to keep strictly to our confidentiality policy.



Before commencing a placement, students and volunteers are required to complete a written agreement outlining working hours, length of placement and contact details.

We provide a student handbook which outlines the dress code, expected behaviour etc.

Students and Volunteers are encouraged to discuss their needs, what they intend to gain from the placement and what support they will require to achieve what is expected.

A thorough induction process is completed before the placement begins which will include information regarding our policies and procedures, emergency evacuation procedures etc. This is signed by both the student/volunteer and the member of staff conducting the induction.

Regular supervisions will be organised depending on the level of qualification being undertaken and the level of supervision needed. It is expected that students take responsibility of their own learning and ask for help if necessary.

Attendance and conduct is monitored on a weekly basis and where there is a problem, contact will be made with the training provider if necessary.

We make the needs of the children paramount by not admitting students and volunteers in numbers, which hinder the essential work of the Nursery.

Room supervisors will assess when a student/volunteer is ready to undertake specific duties i.e. leading an activity. This will be dependent on the level of experience and once the student/volunteer has fully settled into the Nursery routine and knows the children and their capabilities well.

Where possible we will endeavour to assist with any of the students' studies. However before they begin any studies involving children, they should seek permission from management and all correspondence intended for parents should be authorised before being distributed. Any work by the students may be viewed at any time by management and should they deem necessary copies may be retained. No photographs are to be taken without prior consent. Details regarding nursery routine must not be quoted without discussion with management or senior staff.

Any problems or difficulties arising regarding a student placement must be brought to the attention of nursery management immediately.