



Albert Village Nursery

Student Placement and Volunteer Policy

Albert Village Nursery recognises that qualifications and training can make an important contribution to the quality and education provided by early years settings. As part of our commitment to quality we offer placements to students undertaking childcare and education courses from several colleges in the area. We aim to provide for students on placement with us experiences that contribute to the successful completion of their studies and examples of quality practice in early years and education.

Volunteers can make a positive contribution to the life of our nursery, both in facilitating our running and by providing positive experiences for the children. Volunteers will be known as Nursery Helpers.

It is our intention to ensure any Nursery Helper or Student is made to feel welcome. Our aim will be to adhere to the following information, so that our children receive the best possible learning experiences and our 'Helpers' enjoy and achieve to their potential.

All Students and Helpers will be offered the opportunity for a review on a regular basis with the Nursery Manager.

College Tutors are welcome at any time, however an allocated appointment would be preferred so that the delegation of staff can be organised.

- 1 Students and Helpers are subject to an enhanced DBS check. They will be supervised at all times and all students have a full induction, which will include Child Protection, Health and Safety and the children's individual needs. Their roles and responsibilities are displayed in the nursery for all to see.
- 2 An appropriately named badge/lanyard will be made available to wear. This will ensure our Student/Helper feels part of the Nursery team.
- 3 Students and Helpers will be made aware of the nursery routine and to help with nursery activities.

- 4 At no times will Students or Helpers supervise the bathroom or be left alone with the children.
- 5 Policies and Procedures will be made available to view. These are located in a blue folder in the cloakroom. This will aid in the understanding of what is acceptable within the nursery.
- 6 Any unacceptable behaviour or language will result in the removal of the right to volunteer or help.
- 7 All Students and Helpers must make their specific needs known to the Nursery Manager, so that she can make alternative arrangements to ensure the smooth running of the nursery.
- 8 Should a Student or Helper have a concern about a child or witness an incident or accident, they must report this to a member of the nursery staff immediately.
- 9 All Students and Helpers are asked to sign the form below to ensure agreement with our procedures.
- 10 Students and Helpers must keep all information confidential.
- 11 Parents will be made aware of any students via Class Dojo, Facebook and Twitter. Our student pictures are also available to see on the nursery noticeboard.
- 12 All students will need to seek parental permission for individual children they may wish to observe for their childcare course.

Student/
 Helpers Name.....

Signature..... Date.....

Staff Name..... Signature.....