



[www.penhillplaygroup.org.uk](http://www.penhillplaygroup.org.uk)

## **Policy for Volunteers and Students within the Group**

**The setting welcomes volunteers; students who are undertaking childcare courses at local colleges, and students on work experience from local secondary schools, to work within the playgroup whenever possible. A school or college may request a placement for a student or the student may be expected to find their own placement for work experience.**

### **Initial Visit**

The initial visit will need to identify:

- How many and which days the work experience/practice is to be.
- How many hours daily the student or volunteer will be present.
- For students, what particular aspects of work/child observation are part of the designated course and are essential to be undertaken.
- What previous experience/practice has the student or volunteer already had.
- Which member of staff will be responsible for overseeing the student or volunteer.
- What the children will call the student or volunteer.
- Whether the student or volunteer has any physical or health issues that may affect their work or restrict any tasks that may need to be carried out (e.g. diabetes, allergies etc.)

### **CONSIDERATIONS WHEN PLANNING WORK/PRACTICE**

- The volunteer or student's age, experience, self-confidence and level of maturity should be considered when planning the work.
- Too much should not be expected too soon, or initiative taken for granted.
- Volunteers and students are expected to be polite and well mannered both with adults and children, setting a good example for the children to see.
- Volunteers and students must be made aware of the fire safety procedures, health, safety and hygiene procedures, safeguarding and child protection, behaviour

management and confidentiality policies and sign to say that they have read, understood and will abide by them.

- Volunteers and students, along with all staff, must ensure that mobile phones are left with their personal belongings and not kept on their person during Playgroup sessions. Only Playgroup cameras or the Playgroup mobile should be used for taking photographs of the children as evidence of their learning and development and only once we have obtained parental consent. Smart watches should be put in airplane mode whilst at the Playgroup and smart watches capable of taking photographs should not be worn at all whilst working in Playgroup or on Playgroup outings.
- Any information gained by the volunteer or student about the children, families or adults in the group must remain confidential. Confidentiality within the group is an expectation of all staff and is equally applicable to any volunteers or students.
- Students required to undertake individual child studies will need to obtain permission from the parents of the child to be studied.
- Students or volunteers should not put identifiable comments about their work placement experience on any website or social networking site.
- All long term students or volunteers over 16 should hold a suitable enhanced DBS (Disclosure and Barring Service) Certificate.
- Students and volunteers will not have unrestricted access to children or be left alone with a child or children or change a child or take or accompany a child or children to the toilet (except to just wash hands when a member of staff should be informed).
- Work placement students will not be used to make up staff ratios, unless they are on long term placements and the Manager assesses them as suitable, in which case they can be included in the ratios at the level below that which they are studying for.

This policy will be reviewed at least annually.