



ROMPERS PRIVATE NURSERY



VOLUNTEER/STUDENT/WORK EXPERIENCE PLACEMENT POLICY

Policy Statement:

At Rompers we believe it is important to allow opportunities for volunteers and students to be able to gain valuable experience from spending some time in the nursery setting. We offer placements for students to come from both school and college and gain the experience of working in a team.

UNCRC Articles: 3, 16, 28, 29

Aims of this Policy:

- To ensure we can offer a safe and secure environment for volunteers and students to come in to nursery.
- To ensure that all staff, volunteers, students and work experience are aware of duties that they can take part in safely.
- To ensure that parents are made aware of when students will be in nursery, which room they will be mainly situated in and how long they will be with us for detailed in the newsletter.
- To ensure that children's safety is paramount during volunteer, student, and work experience placements.

Procedures:

- Before a student or work experience placement takes place, checks must be made to ensure that they are covered by their education sectors insurance i.e school, college etc.
- Before a student, volunteer begins, college should confirm that it is ok for them to start.
- Before a volunteer, student or work experience begins placement management will inform relevant team/team leaders on the duties that are suitable for the volunteer or students to take place in
- Before a volunteer, student or work experience begins their placement, information will be typed in the monthly newsletter giving details on the name of the volunteer, student or work experience their start and completion date off their placement and the room in which they will be mainly situated within
- Before a volunteer, student or work experience starts their placement, Team Leader will carry out a simple induction, pointing out fire escapes, health and safety and relevant policies

- Before a volunteer, student or work experience starts they will be informed about company expectations what to wear and the correct procedure for absence etc.
- Before a volunteer, student or work experience starts, they will be introduced to each member of staff situated in each room/Nursery.
- Each student will be mentored by the Room Champions or Team Leaders to ensure they are supported during their time at Rompers.
- Management and staff will ensure that no volunteer, student or work experience would be left alone with any children at anytime
- No volunteer or student will be able to start placement until all relevant checks have been taken by management for example, PVG Scheme (work experience exempt)
- Students, volunteers, or work experience will be asked to read our confidentiality policy and adhere to this. This will all be covered in the student induction pack.
- Student and volunteers will be asked to adhere to the mobile phone and social networking policy whilst at Rompers and Volunteers, students or work experience will be asked not to leave the premises during their working day and will be asked not to smoke during their time at Rompers

Monitoring:

- Ensure that the relevant company carries out health and safety checks and management or owner receive feedback
- Ensure that placements are planned and parents are informed in advance where possible
- Ensure that management oversee monitoring of mentor to provide appropriate support to volunteers and students
- Ensure that management explain to relevant people and make them aware that under no circumstances should volunteers or students be left alone with children
- Management or owner to carry out risk assessment before volunteers and students begin placement

Review:

| Date | Management | Track of Changes |
|----------------|----------------|---|
| August 2021 | P. Guthrie | none |
| December 2021 | K. Myers | Update to support student having mentor either TL or RChp. |
| February 2023 | Room Champions | UNCRC articles added |
| September 2023 | TL | Mentored now by Assistant Team Leader and all documents relating to induction pack. |

| | | |
|----------------|--------|--|
| September 2024 | C.Ross | "Assistant Team Leader" taken out and "Room Champions or Team Leaders" added in. Spelling and Grammer errors corrected |
|----------------|--------|--|