



ROMPERS PRIVATE NURSERY

VOLUNTEER/STUDENT 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.

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 and students 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
- To ensure that children's safety is paramount during volunteer and student placements

Procedures:

- Before any volunteer or student begins placement a health and safety inspection is done and all relevant checks are made
- Before a volunteer or student begins placement management will inform relevant team/team senior on the duties that are suitable for the volunteer or students to take place in
- Before a volunteer or student begins their placement, information will be typed in the monthly newsletter giving details on the name of the volunteer or student, their start and completion date off their placement and the room in which they will be mainly situated within
- Before a volunteer or student starts their placement, management will carry out a simple induction, pointing out fire escapes, health and safety and relevant policies
- Volunteers and students will be asked not to handle or pick up children
- A little information about the student or volunteer will be added to the "teachers in my room today" board to inform parents and visitors
- Each student will be allocated a member of staff as their mentor to ensure they are supported during their time at Rompers
- Management and staff will ensure that no volunteer or student 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
- Students and volunteers will be asked to read our confidentiality policy and adhere to this

- Volunteers and students 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

Parents will be asked to sign when registering at Rompers to say that they have been fully informed that this policy is available in the parent policy folder in the cloakroom and available to view online at the nursery website.