



Policy on Volunteers, Student Placement and parent helpers

Aim: To ensure safety of pre-school children at all times. To provide an environment where the community are welcome. To enhance the community by encouraging training in Early Years Care.

The staff of the Exwick Ark are proud of the good practice which has been developed within the Setting. We are always keen to share this good practise with other early years professionals or students considering a career in child care. We recognise that students often have much to offer our staff and children and can be an asset to the Exwick Ark. We also welcome volunteers, parents or others to help within the setting.

Whilst encouraging students and volunteers we must ensure the safety of the children in our care. Any adults visiting or working in the Exwick Ark will be carefully supervised by a qualified member of staff until the management are satisfied that they are able and suitable to work with the children unsupervised. This will include seeing/ obtaining a Criminal Records Bureau Enhance Disclosure and 2 references for the individual if the placement is to last for more than 2 weeks or 10 days in any academic year.

Volunteers, students and parent helpers will be shown around the setting by a senior member of staff and they will be directly responsible to either Harri or Paula. They will be asked to sign the visitors' book and wear an identity badge during each visit. A temporary staff/ volunteer induction programme for each individual will be established and monitored by the management to ensure safe practise is adhered to.

Students wishing to complete a placement at the Exwick Ark should write or telephone Harri Sharp explaining the purpose of the placement. Harri will reply and invite the student for an informal interview. It will usually also be necessary for the individual to complete a short application form so that we have the necessary contact details. Harri will be the point of contact with the Student's Tutor and she will liaise with the tutor on the progress and assessment of the student during their time with us.

Students working at level 3 or above will be responsible to Paula or Sarah.

Signed:

Date: June 09