

Students and Volunteers

We believe that a placement for a student or volunteer at Burrowmoor Out of School Club is a valuable opportunity to build experience while learning about working within a childcare setting. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to our Club.

The needs of the children are paramount and Burrowmoor Out of School Club will restrict the number of students and volunteers admitted at any particular time.

The Manager has overall responsibility for supervising and supporting students and volunteers while they are at the Club.

All students and volunteers must submit two character referees, and have up to date Criminal Records Bureau checks before they begin their placement at Burrowmoor Out of School Club.

The Co-ordinator will have formal written agreement with students and volunteers at the start of the placement, which will agree hours of work, dress code and expected behaviour within the Club. This agreement will also detail what the student or volunteer can expect from the Club. Students and volunteers must read, understand and sign the conditions of work before accepting or making a commitment to voluntary work.

Students and volunteers on placement should not be included in the staff to children ratio unless age 18 or over. In this case, they should be attending as a regular volunteer and deemed to be competent. There will be at least two full members of staff on duty as well as the student or volunteer.

Regular supervision and appraisal sessions with the Manager and the designated member of staff will be established as a means of monitoring progress.

Students will be encouraged to discuss their individual learning needs with the Manager when they start at Burrowmoor Out of School Club, and at regular intervals during their placement.

Students required to conduct child studies beyond the Club's normal activities (i.e.: conducting a survey or a group based activity) as part of their course will need to obtain appropriate written consent from the parents/carers of the children concerned.

The Manager will ensure that students and volunteers undertake the full induction process given to permanent staff, as set out in the Club's Staff Information Policy

New students and volunteers will be allocated a member of staff who will have day-to-day responsibility for them and their needs while at the Club.

While on the placement, students and volunteers will be both allowed (and expected) to participate in all aspects of work at the Club, unless otherwise instructed by the Manager. Students and volunteers will attend staff meetings and be encouraged to contribute ideas and share opinions.

- We will ensure that we have up to date employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers
- We require students and volunteers to keep to our confidentiality policy
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study
- We communicate a positive message to students about the value of qualifications and training
- We ensure that trainees, students and volunteers placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

This policy was adopted at a meeting of Burrowmoor Out of School Club
Held on (date) _____
Signed on behalf of the Management Committee/Proprietor _____
Role of signatory (e.g. chairperson etc.) _____
This policy was reviewed on _____ (date)
continue as necessary _____ (date)