**Students, Young Workers and Volunteers Policy**

| EYFS: 3.4, 3.9, 3.11, 3.20, 3.30, 3.31, 3.4, 3.11 |
| --- |

At Ashridge day nursery we are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our nursery. We will accept **2** students at a time as more students than this places undue pressure on staff.

We will only offer placements to students or volunteers who are associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college, training provider or school.

Any young person in the setting under the age of 18 is considered a child by law, therefore we will be vigilant towards their safety and well-being. We will provide each young person with a mentor/buddy within the setting that can support their well-being. Any safeguarding concerns will be dealt with according to our safeguarding policies procedures.

Within our nursery we expect our young staff to:

* Read, understand and adhere to all policies
* Take part in our ongoing staff suitability procedures. Declare any reasons why their suitability to work with children may change during their placement
* Share any safeguarding concerns they may have with their buddy/mentor or the safeguarding officer
* Maintain a high standard of work, behaviour, appearance and attendance whilst with the nursery
* Undertake a full induction conducted by the nursery
* Access training as required by the management
* If studying whilst with the setting, undertake all tasks required by the tutor to keep up to date with the course. If your coursework falls behind at any point, your placement in the setting will be at risk
* Ensure that the nursery environment is safe and secure for all children at all times and report any issues as they arise
* Help with the day to day running of the nursery by undertaking tasks as determined by the supervisors and management
* Take part in staff meetings and all staff training as required by the nursery.

We expect all students and volunteers to visit the nursery for an interview, followed by a nursery tour.

Our policy for those on placements is as follows:

* All students/volunteers will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins
* All students/volunteers are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the nursery
* Students/volunteers will be supervised at all times by the member of staff assigned to them and will not be left alone with the children. They may only change nappies if the manager is satisfied they are competent, responsible and know the children well enough and always under close supervision
* Students/volunteers will be supported to understand nursery policies and procedures including Safeguarding, Health and Safety, Equal Opportunities and Whistleblowing policies.
* All students are required to keep to our confidentiality policy
* It is expected that during the student’s placement, their tutor will visit the nursery or have verbal communication with the Student Co-ordinator to receive feedback about the student’s progress
* Students/volunteers will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance. Staff will respect individual students’/volunteers needs and abilities
* An accurate evaluation of ability and performance for both students and training providers will be provided and the nursery will support students who are experiencing difficulties with action plans if needed
* To maintain parent partnerships, parents will be informed when students/volunteers are present in the nursery e.g. via the parent app or newsletter. Wherever possible this will be accompanied by a recent photograph of the student/volunteer
* All students on placement and volunteers must adhere to the same codes of conduct as permanent staff including timekeeping and dress codes
* All students/volunteers are encouraged to contribute fully to the nursery routine and to spend some time in every area.

In some cases, we may include students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) in our staff: child ratios. This will be the discretion of the manager and only will only occur when the manager is satisfied the student/apprentice is competent and responsible.

| **This policy was adopted on** | **Signed on behalf of the nursery** |
| --- | --- |
| *March 2024* | *Lisa Hubbard* |