# Staff Suitability

## 2.2 Volunteers and Students

**Policy statement**

Tywardreath Preschool Playgroup recognises that qualifications and training make an important contribution to the quality of the care and education provided by pre-school settings. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training.

Tywardreath Preschool Playgroup welcomes suitable volunteers and values the contribution and skills that members of the community can offer. We aim to offer volunteers a place where they can contribute and develop their skills further.

Tywardreath Preschool Playgroup takes care during its placement of volunteers and students to make checks to verify their suitability using effective systems. We also monitor volunteers and students during regular feedback sessions to ensure continuing suitability. Volunteers and students on a placement for a period of more than six months will be invited to regular supervision meetings.

**Procedures**

*Students*

We aim to provide for students on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

We interview students using the same process and systems as during normal recruitment to ensure their suitability.

We will contact course tutors of students applying for placement to ensure their suitability.

Students must meet the 'suitable person' requirements of Ofsted.

Students must provide details of their enhanced DBS Disclosure for records. Students on long term placement that do not have an enhanced DBS Disclosure will be required to apply for one.

The student will be responsible for the cost of the enhanced DBS Disclosure.

We require schools placing students under the age of 17 years with the preschool to vouch for their good character.

We always supervise students under the age of 17 years and do not allow them to have

unsupervised access to the children.

Students who are placed in our preschool on a short-term basis are not counted in our staffing ratios. Students who are placed for longer periods - e.g. a year - may be counted in our staffing ratios, provided we consider them to be competent.

We take out employer's liability insurance and public liability insurance which covers both trainees and voluntary helpers.

We require students to keep our confidentiality policy.

We cooperate with students tutors in order to help students to fulfil the requirements of their course of study.

We provide students, at the first session of their placement, with a short induction on how our pre-school is managed, how our sessions are organised and our policies and procedures.

We provide appraisals for students on long-term placements.

We communicate a positive message to students about the value of qualifications and training.

We make the needs of the children paramount by not admitting students in numbers which hinder the essential work of the preschool.

We ensure that students placed with us are engaged in bona fide early years training which provides the necessary background understanding of children's development and activities.

We invite students to in-house training and staff meetings, except where confidential issues are discussed.

We hold health questionnaires for each student that are completed during the interviewing process and review these with long term students during feedback or appraisals. Students are made aware that they are responsible for notifying the preschool manager of any changes to their health, which may affect their ability to work within the setting.

We investigate any complaints/allegations made by parents/carers/staff against students.

We reserve the right to withdraw the placement of students with no notice period.

*Volunteers*

We aim to provide for volunteers on placement with us, experiences which contribute to their skills base and will take into account their aims of the placement.

We interview volunteers using the same process and systems as during normal recruitment to ensure their suitability.

We will contact references of volunteers applying for placement to ensure their suitability.

Volunteers must meet the 'suitable person' requirements of Ofsted.

Volunteers on long-term placement will be required to apply for an enhanced DBS, at the cost of the volunteer.

We do not allow volunteers under the age of 18 unless their voluntary placement has been requested by a local authority.

We supervise volunteers at all times and do not allow them to have unsupervised access to the children.

We take out employer's liability insurance and public liability insurance which covers both trainees and voluntary helpers.

We require volunteers to keep our confidentiality policy.

We provide volunteers, at the first session of their placement, with a short induction on how our preschool is managed, how our sessions are organised and our policies and procedures.

We provide supervisions for volunteers on long-term placements.

We communicate a positive message to volunteers about the value of qualifications and training and will support suitable volunteers in contacting training providers if this is of interest to them.

We invite volunteers to in-house training and staff meetings, if appropriate to the volunteer, except where confidential issues are discussed.

We make the needs of the children paramount by not admitting volunteers in numbers which hinder the essential work of the preschool.

We hold health questionnaires for each volunteer that are completed during the interviewing process and review these with long term volunteer during feedback or supervisions.

Volunteers are made aware that they are responsible for notifying the preschool manager of any changes to their health, which may affect their ability to help within the setting.

We investigate any complaints/allegations made by parents/carers/staff against volunteers.

We reserve the right to withdraw the placement of volunteers with no notice period.