



Kilcreggan Early Learning and Childcare Centre



# Student and Volunteer Policy



## **UNCRC:**

**Article 3 Adults must do what is best for me**

**Article 29 I have the right to an education which develops my personality, respect for others' rights and the environment**

## **Statement of Purpose**

Kilcreggan Early Childhood and Education Centre is committed to sharing its child-led ethos and practice, particularly with those wishing to pursue a career in the early years.

Kilcreggan ELCC welcomes students and volunteers to join our staff team and gain work experience within our nursery. The amount of students will not exceed the quality of experience for the children in the setting, or impede the staff's ability to provide this.

## **Consistency of Approach**

### **1. Students**

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

Kilcreggan ELC follows these principles in regards to Students:

- The Student's PVG must be seen and verified before placement begins
- Students will have an induction including: Meeting with the HT or Principal Teacher in her absence, reading relevant policies and procedure documents such as the Confidentiality Policy, Child Protection Policy, Social Media Policy and Indoor/Outdoor/ASN Risk Assessments
- Families will be informed of the student joining the ELC team
- Students will be assigned a mentor, where they will regularly spend some time discussing support or evidence required for their course
- Students will be supervised at all times and will not be left alone with the children
- Students will not count towards ratios

*Kilcreggan Primary ELCC*

*Updated Aug 2023*



## Kilcreggan Early Learning and Childcare Centre



- Students will not be responsible for children's personal care
- Staff will respect individual students' needs and abilities
- Students will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance
- All students on placement must adhere to the same codes of conduct as permanent staff including time-keeping and dress codes
- All students are encouraged to contribute fully to the nursery routine and to explore the different aspects of the nursery fully.

Kilcreggan ELC staff will liaise with the course provider to ensure that a high quality learning experience is provided at the right level for the course. It is expected that during the student's placement, the course tutor will visit the nursery or have verbal communication with the student, and meet with the Mentor to receive feedback about the student's progress. This will be done in an open, fair and co-operative way.

### 2. Volunteers

Kilcreggan ELC recognises the immense benefits that volunteers can bring to the nursery environment with various skill sets, a passion for outdoor learning or an interest in the Kilcreggan ELC ethos and vision. Kilcreggan ELC welcomes opportunities to invite volunteers to our setting and endeavours to give volunteers valuable opportunities to learn and share skills in a child-led environment.

Kilcreggan ELC insists that volunteers follow all policies and procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Volunteer attendance will be tracked using the visitor book.

Kilcreggan ELC follows these principles in regards to Volunteers:

- A PVG check will be completed and returned before any attendance to sessions is permitted
- Volunteers will have an induction including: Meeting with the HT or Principal Teacher in her absence, reading relevant policies and procedure documents such as the Confidentiality Policy, Child Protection Policy, Social Media Policy and Indoor/Outdoor/ASN Risk Assessments
- Families will be informed of the volunteer joining with Kilcreggan ELC staff
- Volunteers will be supervised at all times and will not be left alone with the children
- Volunteers will not count towards ratios
- Volunteers will not be responsible for children's personal care
- Staff will respect individual volunteers' needs and abilities.



## **Kilcreggan Early Learning and Childcare Centre**



Kilcreggan ELC strives to provide opportunities for development and learning for all staff and volunteers, and so there will be opportunities for coaching, training and reflecting as part of the volunteer experience.

### **Health and Social Care Standards**

3.9 I experience warmth, kindness and compassion in how I am supported and cared for, including physical comfort when appropriate for me and the person supporting and caring for me.

3.20 I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.

4.24 I am confident that people who support and care for me have been appropriately and safely recruited

### **Monitoring and Review**

It is the responsibility of the Head Teacher along with the staff to monitor, evaluate and review the above arrangements and to adjust them according to need.