

STUDENTS, VOLUNTEERS AND VISITORS POLICY

STUDENTS AND VOLUNTEERS

We recognise that qualifications, training and experiences make important contributions to the quality of Early Years. As part of our commitment to quality in the sector, we may offer placements to students undertaking relevant qualifications, or to volunteers. We may also offer placements to work experience students from local secondary schools.

- We will meet prospective students or volunteers prior to accepting them onto a placement, to assess their suitability for our setting
- We require written information about the placement from the training provider, school or college, for us to assess our capability of meeting the requirements (including duration of placement / amount of hours etc)
- A volunteer is not an employee and will not have a contract of employment with us. We will, however, insist that the volunteer follows all procedures in the same manner as a paid employee, to ensure consistency, safety and quality of care and early learning for the children
- All students and volunteers (aged 16 and over) will require a DBS Check
- Students on long term placements and volunteers aged 17+, and staff working as apprentices aged 16+, may be included in ratios if we feel satisfied they are competent and responsible
- Students and volunteers are included for the purposes of our liability insurance
- Students and volunteers must provide us with their personal details (name, address, contact numbers, emergency contact details, allergies, GP etc)
- Students and volunteers have an Induction with the Setting Manager, to include our policies and procedures, health and safety, safeguarding and child protection and emergency evacuation procedure
- Students and volunteers will be allocated a 'mentor' (usually the Setting Manager) who can act as a link between us and the training provider, school or college, and support them with any paperwork or research required for the role. We will provide constructive, honest feedback in respect of their performance, and respect individual needs and abilities
- We will limit the amount of students and volunteers on placements to avoid hindering the normal running of our setting
- We may terminate the placement if concerns are raised, or refer back to the training provider, school or college

VISITORS

- Visitors must be identified at the door
- If a visitor is unknown, they will be asked to show photographic ID
- Failure to present this may result in refusal into the building, until ID has been confirmed
- Visitors must sign in, in our Visitors Book
- They are shown our Visitors procedure – displayed on the wall
- This details our mobile phone policy (must be left in the office if having contact with children), the emergency evacuation procedure and the named of the Designated Safeguarding Lead should they have any concerns whilst visiting
- We take all reasonable steps to prevent unauthorised persons entering our premises

This policy was adopted at a meeting of Clocktower Childcare Ltd held on 13th June 2018. Latest date to be reviewed: 31st August 2019.

Signed on behalf of Clocktower Childcare Ltd:

J. Law

Jane Law, Director

S. Wingham

Sally Wingham, Director

L. Baverstock

Lara-Jane Baverstock, Director