



# ***Volunteers and Students Policy***



The pre-school will ask all parents and other volunteers who would wish to help in the pre-school to undergo a police check and suitability will be checked with Ofsted and documented in the inspection file. The preschool feel that parents would be pleased to do so, and they will know that everyone working with their children would also have been police checked.

Anyone e.g. Rota parent or Volunteer, who has not been police checked is supervised in the pre-school room, they are not left alone with any child, they do not take the children to the toilet and do not take a child on to their lap. This mainly occurs when a parent is introducing their child into preschool before their third birthday.

On their first visit as a person who will be working with the children, the supervisor would explain these rules, and make sure that they understand that the rules are there to protect the children but they are also there to protect them.

The preschool committee decided not to have young people e.g. students and school children on work placements, as we feel it would be difficult to implement confidentiality especially if the student was local to the group. We usually take a student, who asks us personally, it is usually a more mature person who has experience with children or pre-school e.g. a parent who wishes to do an NVQ. The staff and committee interview the potential student to see if they are suitable to work in our pre-school and give them a trial period just in case they are not. It is usually someone who works well with children and is serious about working in early years education.

Students/ volunteers can not be counted in the child staff ratio unless they are over 17 and working on a NVQ course and working at the setting throughout the whole course.

A volunteer should have read the operational plan and be aware of procedures in the preschool. A volunteer on work experience or gaining experience towards a qualification will have an induction with a member of staff to ensure they are aware of what is expected of them in the setting.