

Outreach and Family Support

Student & Volunteer Policy & Procedure

Statutory Framework for the Early Years Foundation Stage

Quote Reference: 3.29

'Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible'

Purpose of the Policy

The purpose of this Policy is to make clear the opportunities within the Family Centre for student and volunteer placements.

A student is a person who is currently training at either college, university or through another training provider. They will be training for a recognised childcare or related qualification. The opportunities provided through Family Centres will assist students to learn and gain skills to help them fulfil the requirements of their course/qualification.

A volunteer is a person who, of their free will contributes gifts of time and skill for the benefit of the wider community, without financial gain. The skills volunteers bring range from basic skills to highly specialised. All volunteer skills, experiences and attributes will be valued and matched to the needs of the Family Centre.

We aim to:

- Provide students and volunteers with clear guidance for their work with the Family Centre.
- Provide opportunities for students and volunteers to gain experience and skills throughout the work with the Family Centre.
- Recognise the valuable contribution made by students and volunteers.

Policy Review: 28.2.2019

Policy Approved by: ECS, Senior Management Team

Policy Issue Date: 1.4.2019

Next Review Date: April 2020

Version 19/20

What you parent/carer should do

- Be aware that students and volunteers may be working within the day care provision or other Centre services alongside Family Centre employed staff.
- Be mindful that a student or volunteer may not be in a knowledgeable position to support you with any queries or concerns.

What we will do

- Offer opportunities for student/volunteer placements in line with service needs.
- Offer students and volunteers an informal interview before a placement is offered.
- Ensure details of Disclosure and Barring Service (DBS) checks are obtained for the student/volunteer and added to the Centre's Single Central Record.
- Ensure students and volunteers receive a full induction before commencing their placement with the Family Centre the induction must include BMBC policies and procedures including following the Family Centre Policies and Procedures.
- Ensure students and volunteers will have a named person within the Family Centre to provide regular support, supervision and feedback on their progress.
- Students and volunteers will be provided with access to the Centre's policies and procedures and we will ensure they are supported in understanding their responsibilities, for which they will be expected to sign to confirm.
- Ensure students and volunteers are not included in adult/child ratios.(regardless of EYFS guidance)
- Ensure all students and volunteers are supervised at all times.

- Ensure students and volunteers are easily identifiable, either by wearing of an ID badge or uniform.
- Ensure all Family Centre staff act as a positive role model for students and volunteers by modelling good practice.
- Reimburse eligible expenses that are incurred by volunteers upon production of receipts.