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| **POLICY** | **STUDENT PLACEMENT AND VOLUNTEER** |
| **SETTING** | **OVERTON PLAYCENTRE** |
| **AIMS** | Overton Playcentre welcomes the opportunity to enable students on childcare courses and work experience to come into our pre-School. Our aim is to give them the opportunity to gain first hand experiences in the career for which they are studying. We believe that positive examples of early years practice, with support and encouragement will enable them to become reflective practitioners.  The input into our sessions of volunteer helpers is both welcomed and at times vital to us. |
| **Objectives, Statements and Procedures** | **STUDENTS**  Our first concern is the needs of the children in our care and students will only be accepted if:   * They are engaged in bona fide early years training * On work experience from school * Are not admitted in numbers that would hinder the work of the group.   Students will be allocated a named Student Training Officer .  ***The Student Training Officer will be responsible for:***   * Liaising with the school or college to gain an understanding of the requirements of the course the student is attending or the work experience expected. * Ensuring the staff team are aware of the requirements. * Ensure that a current CRB has been undertaken by the school or college. If this is not the case then a CRB will be carried out as per CSSIW legislation. * Ensuring that where appropriate referees are sought for long term placements. * Settling in the student. * Induction, ensuring all necessary paperwork is completed by the student. * Provide the student with a copy of our staff handbook. * Explaining the expectations of the student, i.e. conduct, dress code, punctuality etc (as per handbook) * Mentoring the student throughout their time at the Playcentre. * Ensuring that all the necessary paperwork is completed during the placement and on exit.   All staff are encouraged to welcome students and give their full co-operation and support when required.  ***Students will:***   * Be required to fill in a student registration form giving emergency contact details. * Be encouraged to read and adhere to our policies, procedures and staff handbook with guidance from their student training Officer. * Be expected to pay particular attention to confidentiality. Information on individuals will only be shared on a ‘need to know’ basis as per our confidentiality policy. * Not have access to confidential records/information. * Seek parents/carers written permission if they need to carry out a child study. * Not have unrestricted access to children. * Will be incorporated into our child/adult ratios within areas but where possible not when considering the session as a whole. * Be monitored closely. * Be supported by all staff members. * Understand the routines of the group.   ***If a student in deemed unsuitable:***   * The Student Training officer will contact the student’s school or college and liaise with their tutors, giving clear and concise reasons. * Any student who displays gross misconduct, as per our safeguarding children policy, will be immediately removed from the session and the course tutor will requested to attend the Playcentre to collect the student.   **VOLUNTEERS**    We welcome and appreciate volunteers offering their help within our sessions. Every effort is made to support volunteers and explain the running of the group and the day to day routines of the staff team.  Volunteers must undergo a CRB check as per CSSIW legislation.  Volunteers are encouraged to read and adhere to our policies and procedures and pay particular attention to our confidentiality policy.  Volunteers will also be given a copy of our staff hand book, this will give them guidance on our day to day routines and expectations of the staff team.  Volunteers will not have access to any confidential records/ information .  Volunteers will not have unrestricted access to children. |

**This document is approved and authorised for the application with Overton Playcentre**