



Essex After School Clubs

# **Students and Volunteers Policy**

## ***Students and Volunteers***

**We believe that a placement for a student or volunteer is a valuable opportunity to build experience while learning about working within a childcare setting. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to our Club.**

However, at all times the needs of the children are paramount and therefore a Club needs to restrict the number of students and volunteers admitted at any particular time, in order to minimise disruption to the Club's core activities.

The Manager is responsible for ensuring that all students and volunteers working at the Club are suitable and that they will not detrimentally affect the service provided for children and their parents/carers. The Manager has overall responsibility for supervising and supporting students and volunteers while they are at the Club.

All students and volunteers must be 14 years old or over and have up to date DBS checks if aged over 16.

*(EYFS Requirement: 3:10-Registered providers must obtain an enhanced criminal records check in respect of every person aged 16 and over).*

Students will be encouraged to discuss their individual learning needs with the Manager when they start at the Club, and at regular intervals during their placement. Students required to conduct child studies beyond the Club's normal activities (ie: conducting a survey or a group based activity) as part of their course will need to obtain appropriate written consent from the parents/carers of the children concerned.

The Manager will ensure that students and volunteers undertake the full induction process given to permanent staff, as set out in the Club's 'Staffing' policy. *(EYFS Requirements 3:20-Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities.)*

Students and volunteers will be expected to adopt a professional manner at all times, and work within the Club's existing policies and procedures.

While on the placement, students and volunteers will be both allowed – and expected – to participate in all aspects of work at the Club, unless otherwise instructed by the Manager. Students and volunteers will attend staff meetings and be encouraged to contribute ideas and share opinions.

Regular supervision and appraisal sessions with the Manager and the designated member of staff will be established as a means of monitoring progress.

Students and volunteers on placement should not be included in the staff to children ratio.

## Young workers

At Essex After School Clubs we support young workers and apprentices

The EYFS (2017) sets out the requirements for young people working in a setting and we will adhere to these requirements at all times.

Any student aged 17 or over or apprentice aged 16 and over who is attending our setting on a long term placement will be monitored and assessed to determine their competence levels. If we believe that they are demonstrating the high levels of competence and responsibility we expect from our staff then we may consider including them in our staff ratios.

Any young person in the setting under the age of 18 is considered a child by law, therefore we will be vigilant towards their safety and well-being. We will provide each young person with a mentor/buddy within the setting that can support their well-being. Any safeguarding concerns will be dealt with according to our safeguarding policies procedures.

Within our Clubs we expect our young staff to:

- Read, understand and adhere to all policies
- Take part in our ongoing staff suitability procedures. Declare any reasons why their suitability to work with children may change during their placement
- Share any safeguarding concerns they may have with their buddy/mentor or the safeguarding officer
- Maintain a high standard of work, behaviour, appearance and attendance whilst with the company
- Undertake a full induction conducted by the Club Manager (*EYFS Requirements 3:20-Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities.*)
- Access training as required
- If studying whilst with the setting, undertake all tasks required by the tutor to keep up to date with the course. If your coursework falls behind at any point your placement in the setting will be at risk
- Ensure that the club environment is safe and secure for all children at all times and report any issues as they arise
- Help with the day to day running of the club by undertaking tasks as determined by the Manager
- Take part in staff meetings and all staff training as required