

# Students and Volunteers Policy

Bright Beginnings Childcare Centre welcomes students and volunteers. We recognise the importance in students/volunteers gaining access to a 'quality' practical learning environment. Staff believe learning gained from practical experiences can offer students/volunteers access to knowledge and skills required to enhance their personal and professional development. As the Centre is also attached to one of the largest teaching establishments in the country, the University of Leeds, we feel it is important we also recognise and support local student placements.

Students and volunteers actively learn from working alongside qualified staff who manage and maintain their role effectively in a positive and motivated way. Witnessing 'quality' care is the best way in which to learn and discover how to provide it. Students are an integral part of any childcare facility and give us an opportunity to re-examine our work and account for what we do.

- Students will be offered places by the Quality and Practice Manager who will develop deployment plans, conduct interviews and maintain contact with educational establishments, we have a limited number of opportunities for volunteering in the Centre.
- Students/volunteers will not be included in the ratio of staff to children.
- Students/volunteers will be supported by and remain within the sight of a member of staff while working with children.
- Students/volunteers will be assigned a Buddy/Mentor who is interested in and committed to their training, and willing and able to offer the necessary level of support to ensure their placement is successful.
- Under the close supervision of a staff member, students will work with individual and small groups of children.
- Students have a duty to inform their Buddy/ Mentor of the expectations around course work and college expectations of student and how they can help to transfer their theory into practise. There will be a close liaison between college tutors, students and the Buddy/ Mentor and or Quality & practice Manger.

# Students and Volunteers Policy

- Students/volunteers will have a Centre induction, where they are introduced to the staff team, parents and the procedures of the building, including Health and Safety Regulations prior to commencing placement.
- Students/volunteers will be made aware of expectations during their placement, policies and procedures of the Centre, including procedures for them to follow if they have any concerns.
- Confidentiality will be reinforced and both students and volunteers must uphold our policy. With regards to our children, families, Centre practice, staff member's etc confidence must be upheld with no discussions taking place outside the Centre.
- Students/volunteers will be given the opportunity to participate in the shift system of the Centre. Although not compulsory, we recommend students at the Centre experience the beginning and end of a 'Centre' day.
- Students will be treated in the same way, and will receive the same level of support, as paid staff members. In return we should expect the same level of commitment and responsibility from students that we expect from staff.
- All students are asked to be punctual and inform the Centre of absence as early as possible.
- Students/volunteers will not be expected to answer the door or telephone or report to parents about their children.
- Students/volunteers should adhere to the appropriate clothing policy.
- All students/volunteers are expected to demonstrate empathy towards children. They should adhere to behaviour expectations, support the delivery of the EYFS curriculum and bring an element of fun to their work and to the lives of children.
- For information to parents, details and photographs of all students/volunteers who will be working in play areas will be clearly displayed, close to the play area door.
- Parents will be introduced to students/volunteers by staff when they start work in an area.
- We hope and encourage parents will work with the staff team to develop and offer a positive experience for students/volunteers who spend their placement time in the Centre.

# Students and Volunteers Policy

- Parents are welcome to discuss any ideas they have in how we can improve and develop the training opportunities offered to students at Bright Beginnings Childcare Centre.

We accept students from a range of educational establishments who are undertaking range courses, we support student placements from:

- The University of Leeds
- Leeds Beckett University
- Leeds Trinity University
- Leeds City College
- The University of Bradford

We have supported international student placements from Germany, France and Spain.

<b>This Policy was adopted on</b>	13 <sup>th</sup> July 2017
<b>Signed on behalf of the Centre</b>	Fiona Hakin
<b>Date for review</b>	13 <sup>th</sup> July 2018