



Parklands Nursery School & Playgroup

Volunteer and Work Experience Policy

Volunteers – Parents – Level 1 – Work Experience – School Pupils

At Parklands Nursery School and Playgroup we recognise that qualifications and training make an important contribution to the quality of the care and education provided in early years settings. Therefore, as part of our commitment to quality, we offer placements to school pupils on work experience as well as encourage and support volunteers (Level 1 and parents).

At Parklands Nursery School and Playgroup we aim to build upon and maintain a 'positive' partnership between ourselves, students and volunteers, which will enable us all to work together more effectively, in order to benefit the children and families who attend. Students and volunteers will themselves benefit by sharing in and understanding the importance of our provision not only as care but also educationally, therefore the teaching and learning for our children will be enriched by extending adult contact.

We require students and volunteers (Level 1 and parents) to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out for the children's safety.

We require schools placing students under the age of 17 years to vouch for their good character.

We supervise students under the age of 17 years and do not allow them to have unsupervised access to the children.

Students and volunteers (Level 1 and parents) are not counted in our staffing ratios.

We require students and volunteers (Level 1 and parents) to be aware of and follow our confidentiality policy.

We welcome students' tutors in order to help students to fulfil their course requirements. Our primary responsibility is with the children and their families but we are happy to arrange a mutual time to discuss coursework and/or any questions/queries.

We provide students and volunteers with a short induction on how our setting is managed, how our sessions are organised as well as our policies and procedures.



When arriving at the setting, students/volunteers must sign in at reception. They will be given a badge, which they should wear at all times. The signing in book will give the time and date of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

Photographs are not allowed to be taken unless the students/volunteers have sought permission from parents/child/ and/or from the setting.

We communicate a positive message to students/volunteers about the importance and value of qualifications and training.

We make the needs of the children paramount by not admitting students/volunteers in numbers that hinder the essential work of our setting.

I have read and understood the above policy.

I agree to support the Nursery School and Playgroup.

I agree to treat information I learn as confidential.

Signed:

Name:

Date: