



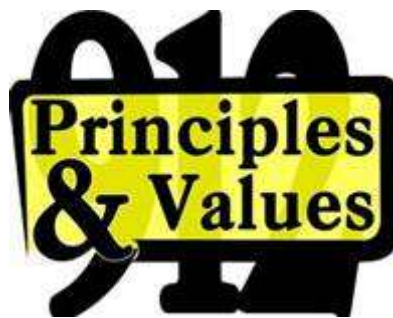
POLICY ON STUDENTS/VOLUNTEERS



Basnett Street Nursery School and The Chatterbox Club welcomes the involvement of students and volunteers in their services, given that these are working towards qualifications for and have a keen interest in services for young children and their families. Students should be registered with recognised local training agencies and as such their work at Basnett Street Nursery School or The Chatterbox Club will form part of their course requirements.

Students can only complete their placement in one setting and not share between the two settings. The college or other training body will verify that they have had relevant checks to work with young children. Volunteers who will have regular contact with the children will be asked to undergo the relevant Safeguarding and recruitment checks, which they may be required to pay for.

Principles



Staff have a crucial role to play in shaping the lives of young people. They have a unique opportunity to interact with children and young people in ways that are both affirming and inspiring.

Aims

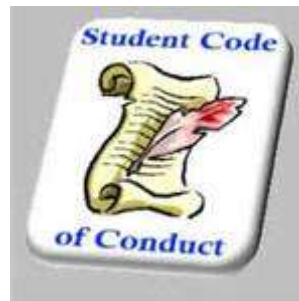


Whilst on placement within the Nursery School and The Chatterbox Club all students will be monitored by either:

Emma Barker – Basnett Street Nursery school
Grace Walker – The Chatterbox Club

Each student will be allocated appropriate tasks and activities to ensure they achieve the most from their experience within the setting. Each student along with their Mentor will complete an induction procedure on their first day and arrangements will be made for subsequent meetings.

Conduct



- To be polite and helpful at all times
- To dress appropriately – smart/casual. To ensure dress is appropriate for meeting parents and visitors to the Nursery. No denim or trainers and minimal make up.
- To be punctual and to inform the Nursery Office of any absences before 8.30am. Telephone number **01282 457235 Extension 1 Nursery** or **Extension 2** for The Chatterbox Club.
- To become fully involved with the children, whether it is an adult led focused activity or whether it is observing and intervening within a child initiated activity.
- To appreciate the need for strict confidentiality with regards to school matters.

- To report any minor accidents or issues that may arise to your mentor or a member of staff who is within the same room.
- The student/volunteer will not be put into a situation where they have unsupervised contact with children. This includes supervising children for toileting.
- Students/volunteers will be given verbal explanation of the school's provision and daily activities/structure.
- To adhere to the schools positive handling policy (please refer to the Care and Control Policy and Positive Behaviour Management Policy).
- To be responsible for your own course work, making sure you discuss any needs at the appropriate time with your Mentor.
- Mobile phones are not to be used during Nursery Sessions and should be kept in the allocated student locker in Nursery School or Staff room in the Chatterbox Club along with any other valuables you may have.

Mentor Responsibilities



All students and volunteers are the responsibility of the lead teacher, their mentors and other members of employed staff.

Emma Barker or Grace Walker will mentor the person and oversee their daily work and liaise regularly for progress reports.

The student mentors will liaise with training agencies as necessary.

Any incidents which demonstrate unsuitability will be reported to the lead teacher Emma Barker who will decide upon continuation of the placement.

Consultation, Monitoring and Evaluation

The Governing Body, Headteacher and all staff have been involved in the writing of this policy and will monitor and evaluate it annually.