



## Safeguarding and Welfare Requirement: Staffing

### 2.2 Student placements and Volunteers

#### Policy statement

We recognise that qualifications and training make an important contribution to the quality of the care and education we provide. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Volunteers are welcome at Jumblies. All volunteers will be interviewed, DBS checked and will need to supply references before starting at the setting.

#### Procedures

- We require students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s). This is usually carried out through their college.
- We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require schools, colleges or universities placing students under the age of 17 years with us to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff and students over the age of 17 may be included in the ratios if they are deemed competent and responsible and have had a clear DBS check.
- We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.
- We make students and volunteers aware of our Confidentiality Policy.
- Volunteers are not left unsupervised with the children, do not assist children with their personal care and do not answer the door.

- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students and volunteers, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and make them aware of our policies, procedures and risk assessments. Students are given a student information booklet containing advice and information to help them in their placement.
- Students and volunteers are given the Keeping Children Safe leaflet, detailing some safeguarding procedures and well as contact names and phone numbers if they have a concern about a child.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students and volunteers in numbers that hinder the essential work of the setting.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory ( )