



# Treetops Nursery

## **Student / Volunteer policy**

We recognise that qualifications and training make an important contribution to the quality of the care and education settings provide. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training.

We aim to provide for students on placement with us, experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

- 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).
- We require students and volunteers in our setting to have a sufficient understanding and use of English
- We require schools, colleges or universities placing students with us to vouch for their good character.
- We supervise students and volunteers 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.
- If over 17 years, trainee staff, students on long term placements and volunteers may be included in the ratios if they are deemed competent and responsible.
- Students who wish to observe children must gain signed consent from parents/carers. No photos may be taken of children and no names of children may be used. Students must only refer to children as child A, child B etc. in any written work.
- Students and volunteers must complete a staff record form so that the appropriate details are held for them.
- We take out employers' liability insurance and public liability insurance, which covers staff, students and voluntary helpers.
- We require students and volunteers to uphold our confidentiality policy at all times.
- 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 with induction training at their first session.
- We do not admit students and volunteers in numbers that hinder the essential work of the setting.

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