



## Volunteers and Students on Placement Policy

	Date	Date	Date	Date	Date	Date
Revision History	09/2019	05/2022	06/2022	07/23	09/24	01/26

### Policy Statement:

*ABC Learning welcomes the contribution that the wider community can make to our children's experiences. We also believe in supporting members of the community to broaden their own experiences. Volunteers are welcomed across all our settings on one-off, short-term and longer-term placements. It is the nursery school team's responsibility to ensure that volunteers are managed appropriately, professionally and in line with our policies and procedures.*

### Procedures:

From time-to-time, ABC Learning makes use of volunteers to support in a range of activities such as additional adults on a trip, coming in to share an experience with the children or a skill (such as baking, craft or gardening). These one-off visits usually involved the volunteer in working with a small group **and** a practitioner or supporting their own child / relation as part of a wider whole-group experience. These volunteers must adhere to our visitor policy (please see Safeguarding policy). When accompanying the nursery staff and children on an outing volunteers are usually used to improve on the standard 1:5 or 1:8 ratio required. Therefore, in this context, volunteers are not counted in ratio.

Should a volunteer be required in ratio at any time, the management team will undertake a risk assessment. Part of the risk assessment will include ensuring that the volunteer is over 17 years old, factoring in whether they are deemed to be a 'responsible adult' and the member of staff will determine that the minimum ratios for staffing are adhered to for the correct age of children (please see Safeguarding policy for further information). Volunteers aged 17 and over must hold a *current EYFS-compliant PFA certificate* if they are to be counted in staff-to-child ratios. In any event where a volunteer is counted in the ratio, competence and responsibility assessments will consider qualifications (including PFA), training, experience and ability to meet the children's needs.

If a volunteer is asked to support the setting in a voluntary capacity, or requests to do so, on a longer-term basis or throughout the year, the registered nursery manager will require them to complete an enhanced check with the Disclosure and Barring Service. Also, references will be obtained *before* a volunteer begins long-term work. This DBS check will require the applicant to provide confirmation of identity. Long term volunteers or students on placements will be required to confirm evidence of identity and to provide two referees in addition to receiving a successful DBS check.

Volunteers who are not studying to gain a qualification in childcare, are not permitted to undertake personal or intimate care and must be, at all times when working with children, within sight and sound of a member of the team. They must not be left unsupervised with the children.

Where a volunteer is undertaking a course in order to achieve a childcare qualification, the management team will discuss the course requirements with the volunteer with regard to intimate care. Once a DBS check has been obtained (and is clear of any offences), the volunteer will be allowed to carry out appropriate training in areas required for their course but under the supervision of an employed practitioner and in line with any policy regarding intimate care.

Volunteers are expected to adhere to the same Code of Conduct as employees and have the same expectations in regards to other setting policies in relation to issues such as nutrition, privacy in intimate care and absence. In the situation where a volunteer's conduct is not satisfactory, the registered setting manager reserves the right to dismiss them. They are also made aware of the whistleblowing policy and who are the appropriate people to raise concerns to.

If it is suspected that a volunteer has abused a child in any way, the Designated Safeguarding Lead must be notified immediately. The DSL will follow the procedure set out in the Safeguarding policy with regards to 'Responding to Suspected Abuse or Disclosure'.

EYFS Requirements:

*3.56 Providers must not include anyone aged under 17 in ratios, except apprentices who may be included in ratios from the age of 16. Providers must not allow anyone aged under 17 to care for children unsupervised at any time. Providers may count students and long-term volunteers (aged 17 or over) and apprentices (aged 16 or over) in ratios at the level below their level of study but only if the provider is satisfied they are suitable (as in paragraphs 3.13 to 3.16) competent and responsible, and they hold a valid and current paediatric first aid qualification.*