



## **Students/Apprentices and Volunteers Policy**

LITTLE LEARNERS Nursery recognises that the quality of care and activities we offer make an ideal place for students on placement, whether from schools or college childcare courses. We welcome students under the following conditions:

- Students/Apprentices and volunteers will only be offered a place following a full interview. All Students/Apprentices and volunteers need to undergo induction training upon starting at the setting.
- Apprentices are required to complete a week unpaid trail and get up to speed with all policies and procedures. After the trail you will be required to have a meeting with management

**All students/Apprentices and volunteers will need to have up-to-date clearance from the Disclosure and Barring service (DBS).**

- The manager will need to understand the requirements of the course that the student/apprentices is taking, as far as possible, in order to provide the opportunity to experience the most relevant aspects of setting life.
- Students/Apprentices will be assigned a mentor for each room they assist in. The mentor will complete reports and assist the student in achieving their target.
- Students/Apprentices will undergo an induction with the manager to ensure they are aware of LITTLE LEARNERS Nursery's high professional expectations. The manager will enter into a formal written agreement with students and volunteers at the start of the placement agreeing hours of work, dress code and expected behaviour within the setting. Students/Apprentices and volunteers must read and sign the conditions before making a commitment to voluntary work.
- Students/Apprentices and volunteers must never be left alone with any children. All activities will be supervised by a member of staff.
- Any information gained by the student/apprentices or volunteers either verbally or written must remain confidential.



- Each room can take only two student or volunteer at a time.
- Apprentices on placement can be counted within the staff to children ratio as long as the management feel that they are capable and responsible to do so
- Students and volunteers are encouraged to ask if they have any queries about the setting, its policies and practices.