



# Humpty Dumpty Pre-school

St. John's Church hall, The Glebe, Felbridge, Surrey. RH19 2QT  
Registered Charity: 1017357



Surrey County Council  
Early Years Quality Improvement Award

## Student and Volunteer Policy

### Aim

Humpty Dumpty Pre-school values the contributions of volunteers and students. We aim to provide outstanding levels of childcare to ensure volunteers and students have varied experiences which are both positive and rewarding. We take pride in supporting volunteers and students of all levels and abilities.

All students and volunteers will meet the 'suitable person' requirements of Ofsted.

We provide students and volunteers at their first session of placement, with a short induction on how our Pre-school is managed, how our sessions are organised, health and safety procedures, code of conduct and Safeguarding requirements.

Students and volunteers are not left unsupervised with the children unless they have a DBS check, are over 18 years of age and are deemed competent by the Manager. In any case students and volunteers are not allowed in the toilet area unsupervised. Students and volunteers are not included in staff ratios.

Students and volunteers on a long term placement must have a DBS check.

Students and volunteers will help in the everyday running of the setting and supporting the children in their play.

In order to fulfil the importance of children's needs being paramount, we will only have a maximum of two students or volunteers in any one day so as not to hinder the essential work and practice of the setting.

Students required to conduct child studies must obtain written permission from the parent/carer of the child to be studied. Any observations of the child taken by the student will be checked and signed off by the manager.

With regard to students, we will work with the school or college to assist them in fulfilling the requirements of their course of study.

We will undergo a health and safety assessment, if deemed necessary by the school or college.

We have employer's liability insurance and public liability insurance which covers both student and volunteer helpers. A copy of our insurance certificate can be found on the main notice board in the hall.

*This policy was adopted by Nikki Harris for Humpty Dumpty Pre-school on Friday 30<sup>th</sup> June 2017*

Signed ..... (Chair)

Date .....

