



Student and Volunteer Policy

Policy statement

Little Elms are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our nursery. We will only offer placements to students/volunteers who are associated with a recognised child related course or to applicants who need to gain recognised childcare experience.

Important Information

- Students/Volunteers are **NOT** permitted to undertake any personal care routines for children. Personal care as defined in the Statutory Framework for EYFS includes 'helping a child for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing or dressing'.
- Students/Volunteers are **NEVER** to be included in ratios.
- Student/Volunteers are **NEVER** to be left unsupervised with a child or children.
- Unfortunately, we are unable to offer placements to anybody under the age of 16 years old.

Procedure for Assessing Suitability

1. Students and Volunteers who wish to work in any of our nurseries are first asked to complete a Student/Volunteer application form.
2. A meeting will then be arranged between the Nursery Manager and the student/volunteer, where the Manager to assess the individual's suitability. This includes a review of the application form alongside the Student/Volunteer. It will also give an opportunity for the student/volunteer to share what experience they are hoping to gain from Little Elms and the Manager can determine the best way to support the individual to achieve this within their nursery.
3. The Nursery Manager will (usually) inform the student/volunteer if they are able to proceed on the same day of the meeting.
4. Once an agreement for the student/volunteer has been accepted by the Manager, the student will need to provide a current and clear Enhanced DBS certificate with Barred List Check (this certificate must be dated within the last 12 months and show as clear and this is at the student/volunteers own expense). In the event the DBS is not clear, but the Manager feels the student/volunteer may still be able to proceed with a placement, the Manager will contact HR to seek advice.
5. The Nursery Manager will also source references to confirm their suitability for the placement.
6. The student/volunteer will provide documented evidence of their right to work in the UK and this identification will be checked and copies taken by the Nursery Manager.
7. A health declaration will also need to be completed by the student/volunteer which will need to be stored on site. Any information on this declaration will need to be considered and risk assessed appropriately prior to starting placement so we can ensure we are able to meet the needs of the individual throughout their placement with us.
8. A staff suitability declaration will be completed by the student/volunteer.
9. The Manager will ensure all necessary suitability checks have been conducted and that the Student/Volunteer Suitability Checklist is fully completed, and all checks have been returned satisfactorily. If any checks conducted are not satisfactory, the Nursery Manager will contact HR for advice, before the placement begins.

Placement Support

We want to ensure any placement undertaken in our nurseries are meaningful. With this in mind, it is an expectation that on the first day, the student/volunteer will go through the Student/Volunteer Induction alongside a member of the management team.

All students/volunteers are nominated a 'Mentor' (usually a Room Manager or Room Leader) who will act as a guide for the individual throughout their placement with Little Elms.

Working Time and Rest Breaks

All workers are entitled to three different types of breaks from work. The Nursery Manager will ensure that, at a minimum, the following breaks are met for Students and Volunteers:

Type of Break	Adult (Over 18 Years of Age)	Young Worker (16 and 17 Years of Age)
Rest Breaks at Work	Uninterrupted 20 minute rest break during the working day, if they work more than 6 hours a day *	Uninterrupted 30 minute rest break during the working day, if they work more than 4.5 hours a day *
Daily Rest	11 hours rest between working days	12 hours rest between working days
Weekly Rest	Uninterrupted 24 hour period without any work each week <i>or</i> Uninterrupted 48 hour period without any work each fortnight	Uninterrupted 48 hour period without any work each week

*Rest Breaks must be taken in the middle of the day (not at the beginning or the end).

Little Elms employees are entitled (as detailed in their contract of employment) to an hour's rest break if they work a full shift. Nursery Managers will apply the same principle and schedule Students and Volunteer to have an hour's break if they work a full day.

This policy does NOT relate to Apprentices

Associated Documents:

- *Student/Volunteer Induction*
- *Student/Volunteer Application Form*
- *Student/Volunteer Safer Recruitment Checklist*