## **STUDENT, VOLUNTEERS & APPRENTICES POLICY**

At Amberley, we 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 accept a maximum of two students at a time, any more students than this places undue pressure on staff. We will only offer placements to students or apprentices who are associated with a recognised child-related course, or pupils from local secondary schools on work experience. We offer placements only following contact with the appropriate tutors and the establishment of close links with the college, training providers or school. We expect all students to attend an induction and nursery tour. At the induction students will be given the nursery policies to read and safeguarding, health and safety information will be discussed with them. Those applying for an apprenticeship will go through the same safe recruitment processes as all our staff, they will be invited for an interview and a trail day, and will need to provide two references. The successful applicant then attends an induction covering all nursery policies.

All students, apprentices and volunteers must agree to abide by the following:

* To have an enhanced Disclosure and Barring service(DBS). Apprentice employees must also sign up to the DBS update service.
* Having an assigned member of staff to act as their ‘buddy’, who they can approach with any questions.
* *Excluding apprentices-* To be supervised at all times, and not be left alone with the children. They will only change nappies if required by their early years training, with parental consent and under staff supervision.
* To read and learn nursery policies and procedures, asking for clarification where they are unsure.
* To keep to all information gained within their time at Amberley confidential, in line with our confidentiality policy.
* Agree to and participate in tutor visits, and understand Amberley will communicate with their training provider about their personal progress.
* Support and guidance throughout their placement and given constructive, honest feedback in respect of their performance. Staff will respect individual’s needs and abilities.
* To adhere to the same codes of conduct as permanent staff including time-keeping and dress codes
* To contribute fully to the nursery routine and to spend some time in every area.
* In some cases we may include volunteers, students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) in our staff: child ratios. This will be the discretion of the manager and only will occur when the manager is satisfied the student/apprentice is competent and responsible.
* *Excluding apprentices-*  refrain from picking up or carrying the children

**Volunteers**

* Volunteers who are attending nursery regularly are required to have a DBS check and provide two references.
* Volunteers will be offered training in the same manner as paid staff, aiming to complete a minimum of four per year.

Policy revised December 2021 Lisa Gray