

40. Students, Apprentices, Young Workers and Volunteers Policy

At La Petite Academy we are committed to sharing good practice with those wishing to pursue a career in childcare or are in their early stages of their career. We welcome students to join our staff team and gain work experience within our nursery.

We will accept only 1 student at a time in any room as more students than this places undue pressure on staff. We do, however, accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

We will only offer placements to students who are associated with a recognised child-related course, or pupils from local secondary schools on official work experience. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college, training provider or school in order to comply with insurance requirements and ensure the safety of the children in the setting and the student.

Any young person in the setting under the age of 18 is considered a child by law, therefore we will be vigilant towards their safety and well-being. We will provide each young person with a mentor within the setting who can support their wellbeing. Any safeguarding concerns will be dealt with according to our Safeguarding Children and Child Protection policy.

We do not routinely accept unknown, adult volunteers in the setting due to safeguarding. However, we recognise the immense benefits that volunteers bring to the nursery. In return we hope to give volunteers an opportunity to share their skills in a different environment and to undertake new experiences. The welcoming of volunteers into the nursery will be decided on a case-by-case basis.

Our designated officer for students and volunteers is Carol Daly (manager).

Students

We expect all students to visit the nursery for an initial meeting, followed by their student induction and nursery tour. At this time, students will have the opportunity to read and discuss relevant health and safety policies, receive a

copy of the Student Handbook and sign the Students and Volunteers Agreement in readiness for their first day.

Concerns arising at this meeting will be discussed with the relevant teacher/tutor and the nursery reserves the right to terminate the placement.

Our policy for those on placements is as follows:

- All students will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins
- All students are assigned a mentor who is a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the nursery and sign their daily placement log
- Students will be supervised at all times by a member of staff and will not be left alone with the children. They may only change nappies if the manager is satisfied, they are competent, responsible and know the children well enough and always under close supervision
- Students will be supported to understand nursery policies and procedures including our Safeguarding Children and Child Protection policy, Health and Safety policy, Inclusion and Equality policy, and Whistleblowing policy
- All students are required to maintain our Data Protection and Confidentiality policy
- It is expected that during the student's placement, their tutor will visit the nursery or have verbal communication with the mentor to receive feedback about the student's progress
- Students will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance. Staff will respect individual students' needs and abilities
- An accurate evaluation of ability and performance for both students and training providers will be provided and the nursery will support students who are experiencing difficulties with action plans if needed
- To maintain parent partnerships, parents will be informed when students are present in the nursery, e.g. via the parent noticeboard. Wherever possible this will be accompanied by a recent photograph of the student and the room(s) they are working in
- All students on placement must adhere to the same codes of conduct as permanent staff including timekeeping and dress codes
- All students are encouraged to contribute fully to the nursery routine and to spend some time in every area, whilst meeting the requirements of their course.

Volunteers

A volunteer is not an employee and will not have a contract of employment with the nursery. We will, however, insist that the volunteer follows all nursery procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Volunteers will be supervised at all times.

All volunteers will have suitability checks conducted in the same way as paid employees, as stated in the Personnel policy. This will include an enhanced DBS check and two written references. These checks will be conducted before any volunteer starts their time within the nursery.

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including safeguarding and child protection, paediatric first aid (where applicable) and health and safety training. The purpose of this is to enable the volunteer to be supported and enhance their development in their voluntary role within our team. Any associated costs for external training will be met by the volunteer.

Volunteers are expected to comply with all the nursery's policies and procedures. The volunteer's induction process will include an explanation of this. Volunteers should not disclose information about the nursery, staff, children and families as stated in the Data Protection and Confidentiality policy and they must follow the nursery confidentiality procedures at all times.

We expect all volunteers to visit the nursery for an initial meeting, followed by their volunteer induction and nursery tour. At this time, volunteers will have the opportunity to read and discuss relevant health and safety policies, receive a copy of the Volunteer Handbook and sign the Students and Volunteers Agreement in readiness for their first day. The nursery reserves the right to terminate the volunteer placement should concerns arise.

Young Workers and Apprentices

At La Petite Academy we support young workers and apprentices as we foster and shape the workforce of the future. The EYFS sets out the requirements for young people working in a setting and we will adhere to these requirements at all times. We will provide training and support, as well as required time out of work, to enable the apprenticeship to succeed.

Within our nursery we expect our young staff to:

- Read, understand and adhere to all policies and procedures
- Take part in our ongoing staff suitability procedures. Declare any reasons why their suitability to work with children may change during their placement
- Share any safeguarding concerns they may have with the Designated Safeguarding Lead as soon as possible
- Maintain a high standard of work, behaviour, appearance and attendance whilst with the nursery
- Undertake a full induction conducted by the nursery
- Access training as required by the management
- If studying whilst with the setting, undertake all tasks required by the tutor to keep up to date with the course. If your coursework falls behind at any point, your placement/employment in the setting will be at risk
- Ensure that the nursery environment is safe and secure for all children at all times and report any issues as they arise
- Help with the day to day running of the nursery by undertaking tasks as determined by the supervisors and management
- Take part in staff meetings and all staff training as required by the nursery
- Fulfil all the requirements of their job description/role profile to the best of their ability
- Take part in appraisals, supervisions and observations in line with the Staff Development policy
- If employed directly by the setting and the contract specifically states that they are employed as an apprentice, then the employment will be terminated either at the end of the apprenticeship or if they leave the apprenticeship early. The setting is under no obligation to employ an apprentice past the end of their period of study.

Staff: Child Ratios

Apprentices aged 16 and over who are attending our setting on a long-term placement of 6 months or more, or are employed directly by the setting, will be monitored and assessed to determine their competence levels. If we believe that they are suitable and demonstrating the high levels of competence and responsibility we expect from our staff, then we may include them in our staff ratios at the level below their level of study.

In some cases, we may also include students on long term placements (aged 17 and over) in our staff: child ratios. This will be the discretion of the manager and will only occur when the manager is satisfied the student is competent and responsible, is demonstrating the high levels of care we expect, and a written

risk assessment has been completed. This will be at the level below their level of study. Students will still not be left unsupervised, even when being included in ratios.

This policy was adopted on	Signed on behalf of the nursery	Date for review
14/05/2025	<i>Seren Brown</i>	30/04/2028