

Student / Volunteer Policy

At Little Ducklings we also recognise that other people can help us to provide a rich and broad curriculum for our children, by contributing from their own skills, knowledge and interests to the activities of the group. It can also be beneficial to the children to receive the extra attention that having more adults in the session provides. We also recognise that we can provide a positive environment for students engaged on childcare courses or on work experience to gain experience.

For this reason, students and volunteers are welcomed into Little Ducklings Pre-School on the following conditions:

- Students/volunteers will only be admitted in numbers that do not hinder the essential work of the Pre-School.
- Any information gained by the student/volunteer about the children, families, or other adults in the Pre-School must remain confidential (Confidentiality Policy).
- Students/volunteers are not allowed unsupervised access to children at any time.
- It is the responsibility of a student's own college to apply for a DBS, but if they do not then we will apply for a DBS for long-term students, as well as regular volunteers.
- Students/volunteers who are in our Pre-School on a short term basis are not counted in our staffing ratios.
- We ensure that students placed with us are engaged in a bona fide course, for which the study of children's development and activities is relevant.
- Students/volunteers should be familiar with the policies and procedures of the Pre-School, and make every effort to adhere to them at all times.
- Student/volunteers should at all times be accountable to the Manager and follow directions from any member of the team
- We reserve the right to ask a student/volunteer not to come into the Pre-School if we consider it detrimental to the provision of care for the children attending.

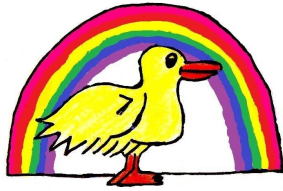
We will support students and liaise with tutors as necessary in order to help students to fulfil the requirements of their course of study, with the proviso that this does not interfere with our primary tasks in respect to the children in our care.

Little Ducklings

Holbein Close, Basingstoke, RG21 3EX.

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Ofsted Registration: EY424761 Charity Registration: 1132767



Any student/volunteer working in Little Ducklings Pre-School informed of our Confidentiality Policy, Safety Policy and Evacuation Procedure. All other policies and procedures will be accessible to them as well, and we will allow them to copy any other policy should they request it.

Signed on behalf of Little Ducklings Pre-School: _____

Position: _____