



Students and Volunteer Policy

Rationale

At Clarendon Children's Centre we believe that students and volunteers are essential to the life and work of the Centre. Students and volunteers have a wide range of experience and skills which can enhance the range and quality of services on offer and help everybody achieve more.

Clarendon Children's Centre has written this policy to ensure that best practice and procedures are carried out at the Centre. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Aims

- To appoint high quality volunteers and students to support the activities and services on offer at the Centre.
- To offer opportunities for volunteers who wish to widen their skills and experience.

Volunteer and Student Selection Procedures

- The Centre Manager will assess the suitability of volunteers requesting to work or assist at the Centre.
- The Centre Manager will assess the volunteers skills and whether they would enhance the activities and services offered at the Centre.
- The Centre Manager will follow Safer Recruiting guidance in the appointment of volunteers.

Volunteers Evidence for Application

Volunteers will need to provide the following information prior to commencing work or placement at the Centre;

- Names and addresses for two referees who are able to provide a character reference for the volunteer.

- Details of qualifications, experience and other information training or experience.
- The Centre Managers makes the final decision on whether a volunteer is suitable to work in the Centre. If the Manager decides that the placement is not viable the volunteer will be informed in writing.

Process for Volunteers and Students

1. *Contact with the Centre to ascertain if the Centre requires and can accommodate volunteers.*
2. *Apply to the Centre using approved application forms, providing background information and referee details.*
3. *Attend a meeting with the Centre Manger to discuss the nature of the placement and any requirements the Centre may have regarding volunteers.*
4. *Attend an induction session with the Centre Manager where key policies and procedures are explained in detail.*
5. *The Centre Manager will require all volunteers to sign an agreement to abide by the Code of Conduct expected from staff and volunteers at the Centre.*

Responsibilities to Volunteers or Students

- The Centre will allocate a member of staff to mentor the volunteer or student.
- The Centre will maintain thorough and accurate records of the volunteer's work and training and complete all paperwork required by colleges or training institutions.
- The Centre will strive to ensure that volunteers and students are matched to activities which are suitable for their skills, expertise and experience.
- The Centre will consult with students and volunteers before making any changes to their working conditions or placement.

Volunteers' and Students' Responsibilities

Students and volunteers must ensure the following;

- They are never alone with children.
- They are supported by a member of staff when helping children with intimate care.
- They only administer First Aid to children if they are qualified to do so and the Centre Manager has given permission.

- To act in a responsible manner towards children, staff and Centre users.

Volunteers and students must:

- Refer all concerns to the Centre Manager.
- Follow the Centre signing in and out systems for arrival and departure to the Centre.
- Wear identification issued by the Centre at all times.
- Contact the Centre at the earliest opportunity if they are unable to attend the Centre to carry out their role.

Termination of Agreement between the Centre and Student or Volunteer

If a concern arises about a volunteer's suitability or capacity to carry out their role safely and effectively the Centre Manager will arrange a meeting to remedy the situation and offer support or training if appropriate.

The Centre will terminate a volunteer's agreement at the discretion of the Centre Manager in the following instances;

- *The Centre has no further need for the volunteers support or sufficient work available to make the placement viable.*
- *The student or volunteer does not comply with key policies or follow the Code of Conduct at the Centre.*
- *The student or volunteer behaves inappropriately towards a child, parent, and member of staff or visitor to the Centre.*
- *The student or volunteer repeatedly fails to attend their agreed session without reasonable notice or explanation.*
- *The student or volunteer poses a risk to danger to Centre users or premises.*

Any questions or concerns regarding this policy should be made to Centre Manager – Sue Burgess