

Student and Volunteer Policy

Student and Volunteer Policy Statement

Askea Community Childcare Centre believes that a placement in our service is a valuable opportunity where student or volunteer will learn and experience hands-on the importance of early childhood care and education. Equally we appreciate the energy and enthusiasm new people bring to the environment.

Principle of Student and Volunteer Policy

This policy is underpinned by the Child Care Act 1991 and Early Years Services Regulations 2016

Procedure Student and Volunteer

Meeting before start date

Each student or volunteer will meet with a member of management before they begin in the service. This is an opportunity to talk about the needs of the student/volunteer and how the service may be able to accommodate them.

Agreement of role

A description of the role of the student/volunteer will be developed, helping all staff and others understand the expectations of the student/volunteer. This may also be used as a reference when giving support and supervision.

Garda Vetting

Garda vetting is carried out by the service for all staff, students and volunteers. This is a requirement under Child Care Act 1991 and Early Years Services Regulations 2016. Students under 18 years of age are not subject to Garda vetting.

Reference

Two verified references from reputable sources are required for all students and volunteers.

Induction

Each student/volunteer will be provided with a mentor/colleague for the induction period, who will provide on-site support for them. A student/volunteer Induction Record Form will be completed for each person placed on file. All parties will receive a signed and dated copy of Student/volunteer form.

Induction Record Form

Introductions	Signature of Student	Signature of Manager	Date
General introduction about the service to include history, ethos, types of programme offered, curriculum			
Introduction to staff members			
Introduction to children			
Tour of facility			
Details of code of ethics			
Details on who to report to			
Information on student/volunteer role and responsibilities			
Roles and responsibilities of staff you will work with			
Policies & procedures are read, understood and signed off			
Garda vetting, references & insurance received and filed			
Use of appropriate behaviour and language			
Signing in and out procedure			
Importance of punctuality			
Details on lunch and break entitlement			
Details on dress code			
Code of practice regarding mobile phones, times keeping absenteeism, confidentiality			
Receive details of procedure for student feedback			
Introduction to safety statement			
Information in relation to evacuation e.g. shown fire exists, location of First Aid boxes			
Received information on the following: <ul style="list-style-type: none"> • Manual Handling • First Aid • Basic food hygiene • Child protection 			
Introduction to routines and rosters			
Awareness of the importance of being a positive child role model			
Details of daily record keeping e.g. accident book, medical consent, visitor book			

Name: _____

Date of commencement: _____

Name of staff member in charge of induction: _____

This policy was agreed and adopted by Askea Community Childcare Centre

Date. _____

Signed by. _____ on behalf of management

This policy will be reviewed on 1st September 2017 in collaboration with staff and parents