

Student and Volunteer Policy

At Askea Community Childcare Centre we believe that a placement in our service is a valuable opportunity for a (where) student or volunteer (will learn) to experience involvement in (hands-on the importance of) early childhood care and education. (Equally) We also 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 (Early Years Services) Regulations 2016, Regulations 9 & 10; Child Care Act 1991 (Registration of School Age Services) Regulations 2018; The Childcare Act 1991 (Early Years Services)(Amendment) Regulations 2016.

Student and Volunteer Statement

Volunteering is a great way of connecting with the community, learning new skills and gaining valuable work experience. No matter what your interests, or availability, we welcome volunteers and students in Askea Community Childcare Centre.

Definitions

Unpaid worker in an early years' service	A person who works in the service but who is not remunerated for such work by the registered provider.
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Procedure for Student and Volunteer Placement

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 to allow all staff and others understand the expectations of the student/volunteer. This may also be used as a reference when giving support and supervision.

Students and Volunteers are not paid for the hours they are in the service

Garda Vetting

This is a requirement under Child Care Act 1991 and Early Years Services Regulations 2016.

Garda vetting for all staff and volunteers is carried out by the service.

For students Garda vetting is carried out by the training body of each student.

The student must satisfy the service that they are Garda Vetted by providing a certified copy of the vetting disclosure from the National Vetting Bureau. If it is not possible to have sight of the original hard copy we will require that the copy has the stamp of the supplying organisation/college. (see Recruitment & Garda Vetting policy)

Transition Year Students

Transition year students do not require Garda Vetting unless they are over 18 years - see above

Students under 18 years of age are not subject to Garda vetting.

References

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

Identification

- Any student/volunteer must provide photo ID
- Any student must provide a letter from their training body to confirm they are engaged in an educational program/course.

Induction

Each student/volunteer will be provided with a staff mentor/colleague, who will provide on-site support for them during the induction period. A student/volunteer Induction Record Form will be completed for each person and placed on file. All parties will receive a signed and dated copy of Student/volunteer form (Appendix 1).

Communication Plan For staff & families

A copy of all policies will be available during all hours of operation to staff members and parents in the Policy Folder located in Reception.

Parents may receive a copy of the policy at any time upon request.

Parents and the staff team will receive written notification of any updates.

Related Policies, Procedures and Forms

- Confidentiality Policy
- Child Safeguarding Statement
- Child Protection and Welfare Policy
- Safety Statement
- Recruitment and Garda Vetting Policy
- Infection Control Policy
- Accident and Incident Management Policy

- Fire Safety Policy
- Behaviour Management Policy
- Policy on Use of the Internet
- Records Keeping Policy
- Consent forms

Who Must Observe This Policy:

- Managers
- All staff members
- Students/Volunteers

Appendix 1**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: _____