

4: Students and Volunteers

We believe that a placement for a student or volunteer at Kidz Enterprise is a valuable opportunity to build experience while learning about working within a childcare setting. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to Kidz Enterprise.

The manager is responsible for ensuring that all students and volunteers working at Kidz Enterprise are suitable and that they will not detrimentally affect the service provided for children and their parents/carers. The manager has overall responsibility for supervising and supporting students and volunteers while they are at Kidz Enterprise.

All students and volunteers must be 16 years old or over, submit two character referees, and have up to date enhanced DBS checks before they begin their placement at Kidz Enterprise.

The manager will enter into a formal written agreement with students and volunteers at the start of the placement. The manager will ensure they understand the term 'confidentiality' and the implications if confidentiality is breached. They will agree hours of work, dress code and expected behaviour within the club. This agreement will also detail what the student or volunteer can expect from the club. Students and volunteers must read, understand and sign the conditions of work before accepting or making a commitment to voluntary work.

The manager will ensure that students and volunteers undertake the full induction process given to permanent staff, as set out in Kidz Enterprise's 'Staffing' policy. This includes a detailed explanation of their role within the club.

Students will be encouraged to discuss their individual learning needs with the manager and how they will be met when they start and at regular intervals during their placement.

Students who are required to conduct child studies beyond Kidz Enterprise's normal activities (i.e.: conducting a survey or a group-based activity) as part of their course will need to obtain appropriate written consent from the parents/carers of the children concerned.

New students and volunteers will be allocated a member of staff who will have day to day responsibility for them and their needs while at the club.

Students and volunteers will be expected to adopt a professional manner at all times, and work within the club's existing policies and procedures.

While on the placement, students and volunteers will be both allowed - and expected - to participate in all aspects of work at Kidz Enterprise, unless otherwise instructed by the manager. Students and volunteers will attend staff meetings and be encouraged to contribute ideas and share opinions.

Regular supervision and appraisal sessions with the manager and the designated member of staff will be established as a means of monitoring progress.

Kidz Enterprise also welcome Under 17s doing work experience i.e. Duke of Edinburgh etc. as long as they are supervised and supported as minors.

Updated By: Derek Beesley (Director of Childcare) Date: 6th March 2016

Signature: *D. Beesley*

