



**Little Acorns Nursery
at High Halden**

Church Hill, High Halden
Kent TN26 3JB
Telephone 01233 850113

Students, Volunteers & Temporary Staff

Policy & Procedures

At Little Acorns Nursery we encourage students and volunteers to have a hands on approach in order to give them experience, knowledge & prepare them for their career ahead. By accepting students & volunteers we are allowing them to take part in the nursery routine allowing them to see & learn as much as possible in the time they are with us. We use a practical approach to develop skills they will use in their chosen profession.

The setting ensures that all students, volunteers & temporary staff undergo an enhanced DBS (Disclosure and Barring Service) when attending the setting, all students, volunteers & temporary staff are not left alone with the children at any time until the setting has completed all the suitable persons requirements. To meet the suitable person requirements, the setting will follow the EYFS welfare requirements at all times.

When a student, volunteer or temporary member of staff starts at the setting they will all undertake an induction process which lasts for approximately 1 week during that week the manager will introduce that person to the staff team, committee, children & parents. A discussion will take place on the first day along with the relevant handouts of information i.e staff hand book, policies and procedures etc. During the induction a member of staff will pair up with the person and will be there to answer questions and help with learning the role.

All students, volunteers & temporary member of staff are given a copy of the Confidentiality Policy at their induction. To ensure that they have read the policy the management will ask questions about the policy at the end of the week's induction and then ask them to sign the policy.

When taking on students the setting will allow no more than two students at any one time this is because the nursery is small and if we had more than two students

then we feel we could not give them the best possible hands on experience that they deserve.

When a student is at the setting during a placement the nursery will ensure that they are learning in all areas of the role in order to help achieve their Early Years qualification. We do this by letting the student take part in the routine and give them small responsibilities such as, setting up the room, preparing snacks, taking the lead in certain activities etc. The manager will communicate with the student on a regular basis asking questions, checking that they understand what they have been asked to do and ensure that all relevant course work is being completed. The nursery will liase with the student's tutor/assessor regularly ensuring that the student is completing the tasks set.

This policy was adopted at a meeting of Little Acorns Nursery

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/ owner)