



Policy ... Students and Volunteers

We believe that a placement for a student or volunteer at Newby Fun Factory 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 the Fun Factory.

However, at all times the needs of the children are paramount and therefore the Fun Factory needs to restrict the number of students and volunteers admitted at any particular time, in order to minimise disruption to our core activities.

The Team Leader is responsible for ensuring that all students and volunteers working at the Fun Factory are suitable and that they will not detrimentally affect the service provided for children and their parents/carers. The Team Leader has overall responsibility for supervising and supporting students and volunteers while they are at the Fun Factory though they may delegate the day to day responsibility for this to another staff member.

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

The Directors, through the Team Leader / delegated staff member will enter into a formal written agreement with students and volunteers at the start of the placement agreeing hours of work, dress code and expected behaviour within the Fun Factory. This agreement will also detail what the student or volunteer can expect from the Fun Factory. Students and volunteers must read, understand and sign the conditions of work before accepting or making a commitment to voluntary work.

Students will be encouraged to discuss their individual learning needs with the Team Leader / delegated staff member when they start at the Fun Factory, and at regular intervals during their placement.

Students required to conduct child studies beyond the Fun Factory's normal activities (ie: 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.

The Team Leader / delegated staff member will ensure that students and volunteers undertake the full induction process given to permanent staff, as set out in the Fun Factory's 'Induction' policy.

Students and volunteers will be expected to adopt a professional manner at all times, and work within the Fun Factory'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 the Fun Factory, unless otherwise instructed by the Team Leader / delegated staff member. Students and volunteers will attend staff meetings and be encouraged to contribute ideas and share opinions.

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

Students and volunteers on placement will not be included in the staff to children ratio.