



Students and Volunteers

At YMCA Childcare we are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our setting. We do on occasions accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

We will only offer placements to students who are associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college, training provider or school.

We expect all students to visit the setting for an interview, followed by their student induction and tour of the setting. At this time, students will have the opportunity to read and discuss relevant health and safety policies, receive a copy of the Student Handbook and sign their contract in readiness for their first day.

Our policy for those on placements is as follows:

- All students will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins
- Students and volunteers will only be able to gain access into the building by an employed member of staff. Students and Volunteers will not be given any codes to access the building.
- All students are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the setting
- Students will be supervised at all times by a trained and competent member of staff and will not be left alone with the children. They may only change nappies if the manager is satisfied they are competent, responsible and know the children well enough and always under close supervision
- Students will be supported to understand our setting's policies and procedures, including safeguarding, health and safety, equal opportunities and whistleblowing
- We require all students to keep to our confidentiality policy
- It is expected that during the student's placement, their tutor will visit the setting or have verbal communication with the Student Co-ordinator to receive feedback about the student's progress





- Students will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance. Staff will respect individual students' needs and abilities
- An accurate evaluation of ability and performance for both students, and training providers, will be provided and the setting will support students who are experiencing difficulties
- To maintain parent partnerships, parents will be informed when students are present in the setting e.g. via the parent noticeboard. Wherever possible this will be accompanied by a recent photograph of the student
- All students on placement must adhere to the same codes of conduct as permanent staff including time-keeping and dress codes
- All students are encouraged to contribute fully to the setting routine and to spend some time in each area to gain valuable experience.
- Students and Volunteers are encouraged to get down to the child's level for interactions and comfort.
- Students and Volunteers are allowed to complete snack routine and first aid if they have received the relevant and appropriate training and are supervised by a trained and competent member of staff.

In some cases, we may include students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) in our staff: child ratios. This will be at the discretion of the manager and will only occur when the manager is satisfied the student/apprentice is competent and responsible.

Young Workers

At YMCA Childcare we support young workers and apprentices as we foster and shape the workforce of the future. At times there may be students on placement within the setting.

The EYFS (2021) sets out the requirements for young people working in a setting and we will adhere to these requirements at all times.

Suitable students on longer term placements and volunteers (aged 17 or over) are attending our setting on a long term placement will be monitored and assessed to determine their competence levels. If we believe that they are demonstrating the high levels of competence and responsibility that we expect from our staff then we may consider including them in our staff ratios.





Supporting Students, Volunteers & Young Workers

March 2024

Apprentices in early education aged 16 and over who are attending our setting on a long term placement and undertaking early education training, will be monitored and assessed to determine their competence levels. If we believe that they are demonstrating the high levels of competence and responsibility that we expect from our staff then we may consider including them in our staff ratios.

Any young person in the setting under the age of 18 is considered a child by law, therefore we will be vigilant towards their safety and well-being. We will provide each young person with a mentor/buddy within the setting that can support their well-being. Any safeguarding concerns will be dealt with according to our organisations Safeguarding procedures.

Within our setting we expect our young staff to:

- Read, understand and adhere to all policies
- Take part in our ongoing staff suitability procedures. Declare any reasons why their suitability to work with children may change during their placement
- Share any safeguarding concerns they may have with their buddy/mentor or the safeguarding officer
- Maintain a high standard of work, behaviour, appearance and attendance whilst with the organisation
- Undertake a full induction conducted by the setting
- Access training as required by the management
- If studying whilst with the setting, students/young workers must undertake all tasks required by the tutor to keep up to date with the course. If your coursework falls behind at any point, your placement in the setting could be at risk
- Ensure that the environment is safe and secure for all children, at all times, and report any issues as they arise
- Help with the day to day running of the setting by undertaking tasks as determined by the supervisors and management
- Take part in staff meetings and all staff training as required by the setting.

| This policy was reviewed on: | Reviewed by: | Date for next review: |
|--|---------------------|------------------------------|
| 05.03.2024 | K. Streater | 05.03.2025 |
| Signed on behalf of YMCA Trinity Group: | A.Spence | |

