



Dunoon ELC

Student and Volunteer

Policy

This policy was adopted at a meeting of:

Dunoon Early Learning and Childcare

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On May 2025

Signed: *Rachael Bryant*

Designation: Principal Teacher

Statement of Purpose

The UN Convention on the Rights of the Child



Article 3 (best interests of the child)
Article 29 (goals of education)

Dunoon Primary School ELC is committed to sharing its child-led ethos and practice, particularly with those wishing to pursue a career in the early years. Dunoon Primary School ELC welcomes students and volunteers to join our staff team and gain work experience within our nursery. The amount of students will not exceed the quality of experience for the children in the setting, or impede the staff's ability to provide this.

Consistency of Approach

Students

Dunoon Primary School ELC 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. Placements will be offered after discussions with the appropriate tutors and the establishment of close links with the college, training provider or school.

Dunoon Primary School ELC follows these principles in regards to Students:

- The Student's PVG must be seen and verified before placement at Dunoon Primary School ELC begins
- Students will have an induction to Dunoon Primary School ELC, including: - Completing the student information form - Reading relevant policies and procedure documents such as the confidentiality policy, child protection policy, social media policy and playroom and garden risk assessments
- Families will be informed of the student joining the Dunoon Primary School ELC team
- Students will be assigned a mentor, where they will regularly spend some time discussing support or evidence required for their course
- Students will be supervised at all times and will not be left alone with the children
- Students will not count towards ratios
- Students will not be responsible for children's personal care
- Staff will respect individual students' needs and abilities
- Students will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance
- 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 nursery routine and to explore the different aspects of the nursery fully.

Dunoon Primary School ELC staff will liaise with the course provider to ensure that a high quality learning experience is provided at the right level for the course. It is expected that during the student's placement, the course tutor will visit the nursery or have verbal communication with the Student, and meet with the Mentor to receive feedback about the student's progress. This will

be done in an open, fair and co-operative way.

Volunteers

Dunoon Primary School ELC recognises the immense benefits that volunteers can bring to the nursery environment with various skill sets, a passion for outdoor learning or an interest in the Dunoon Primary School ELC ethos and vision. Dunoon Primary School ELC welcomes opportunities to invite volunteers to our setting and endeavours to give volunteers valuable opportunities to learn and share skills in a child-led environment. Dunoon Primary School ELC insists that volunteers follow all policies and procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Volunteer attendance will be tracked using the visitor book.

Dunoon Primary School ELC follows these principles in regards to Volunteers:

- A PVG check will be completed and returned before any attendance to sessions is permitted
- Volunteers will have an induction to Dunoon Primary School ELC - Including reading of the confidentiality policy, child protection policy, Social Media policy and the Playroom and Garden Risk Assessments
- Families will be informed of the volunteer joining in with Dunoon Primary School ELC sessions
- Volunteers will be supervised at all times and will not be left alone with the children
- Volunteers will not count towards ratios
- Volunteers will not be responsible for children's personal care
- Staff will respect individual volunteers' needs and abilities Dunoon Primary School ELC strives to provide opportunities for development and learning for all staff and volunteers, and so there will be opportunities for coaching, training and reflecting as part of the volunteer experience.

Health and Social Care Standards:

3.9 I experience warmth, kindness and compassion in how I am supported and cared for, including physical comfort when appropriate for me and the person supporting and caring for me.

3.20 I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.

4.24 I am confident that people who support and care for me have been appropriately and safely recruited.