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Sacred Heart Pre-school

Heys Street  
Thornton-Cleveleys  
FY54HL

Tel: 07835711921  
EY 318019

**(32) Students/Volunteers (EYFS 3.20, 3.9, 3.11-3.13)**

**Policy statement**

We highly value the impact of qualifications and training on the quality of early years care and education. We provide extensive placement opportunities for students pursuing early years qualifications, as well as for school pupils seeking work experience. Our primary goal is to offer valuable experiences that support students' studies and exemplify excellence in early years practice. This commitment not only aids their education but also contributes to the broader enhancement of quality in early years education.

In addition to students, we also enthusiastically welcome volunteers to join our setting. Volunteers bring diverse perspectives, skills, and backgrounds, contributing to a dynamic and inclusive environment. Whether assisting with activities, sharing their expertise, or simply offering their time, volunteers play a vital role in creating a supportive and collaborative atmosphere. We value their contributions and recognise their dedication.

**Procedures**

* We require all students and volunteers over the age of 16 to meet the 'suitable people' requirements of Ofsted and have DBS checks carried out.
* We require students and volunteers in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
* We require schools placing students under the age of 17 years with the setting to vouch for their good character.
* We supervise students and volunteers at all times and do not allow them to have unsupervised access to children.
* Students undertaking qualification courses who are placed in our setting on a short, term basis are not counted in our staffing ratios.
* Trainee staff employed by the setting and students over the age of 17 may be included in the ratios if they are deemed competent and responsible.
* We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
* We inform all students and volunteers of our confidentiality policies and ensure that they are aware that they must follow them.
* Preschool staff – particularly the student mentor/manager, will co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
* We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
* We communicate a positive message to students about the value of qualifications and training.
* We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
* We ensure that trainees and students placed within our setting participate in authentic early years training, which provides them with the essential foundational knowledge of children's development and activities.

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**Policy adopted/implemented by SACRED HEART PRE-SCHOOL in:**

August 2023

**Date to be reviewed:**

August 2024

**Signed on behalf of management team:**

Chelsea Porter (Deputy) – 24/8/23