



Culham After School Club

Policies and Procedures

Students and Volunteers

We believe that a placement for a student or volunteer at our Club is a valuable opportunity to build experience whilst learning about working within a childcare Club. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to our Club.

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

The Owner is responsible for ensuring that all students and volunteers working at the Club are suitable and that they will not detrimentally affect the service provided for children and their parents/carers. The Owner has overall responsibility for supervising and supporting students and volunteers while they are at the Club.

Trainees under 17 years of age are supervised at all times and are not counted in the staffing ratios. Where the Owner is satisfied that trainees aged 17 years or over are competent and responsible, they may be included in the staffing ratios.

Students volunteers must submit two character referees one of which from the school they attend. If aged 17 or over they must also have undergone an identity check and a Criminal Records Bureau disclosure before they begin their placement at the Club.

We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers

The Owner 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 Club. This agreement will also detail what the student or volunteer can expect from the Club. 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 Playleader when they start work at the Club, and at regular intervals during their placement.

Students required to conduct child studies beyond the Club's normal activities (e.g.: 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 Owner will ensure that students and volunteers undertake the full induction process given to permanent staff, as set out in the Club's 'Staffing' policy.



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New students and volunteers will be allocated a member of staff who will have day to day responsibility for them and their needs while at the Club.

Students and volunteers will be expected to adopt a professional manner at all times, and work within the Club'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 Club, unless otherwise instructed by the Playleader. Students and volunteers will attend staff meetings and be encouraged to contribute ideas and share opinions.

Regular supervision and appraisal sessions with the Playleader and/or the designated member of staff will be established as a means of monitoring progress.

Reviewed August 2016