

POLICY NO.18 Student, Volunteer Work Experience placement policy**Rev 7 DATE: 16.08.2021****Purpose**

Scamps & Scholars will offer students a variety of learning opportunities in the area of early education. (Child Care (Pre-school Services) (no 2) Regulations 2006 and Child Care (Pre-school Services (No 2) (Amendment) Regulations 2006 Part II 8 Management & Staffing) (Siolta Standard 9: Health & Welfare, Siolta Standard 16: Community Involvement) (National Standard 5: Organisation and Management, National Standard 11: Child Protection)

Policy Statement

Scamps & Scholars believes that a placement in our service is a valuable opportunity where student or volunteer will learn and experience hands-on the importance of early childhood care and education. Equally we appreciate the energy and enthusiasm new people bring to the environment.

Submit:

1. A letter of application
2. A current CV
3. A copy of relevant Insurance Certificate relating to their course
4. A written references
5. A contact for phone references
6. A confidentiality agreement must be signed

Procedure:

Meeting before start date Each student or volunteer will meet with a member of the management/supervising team before they begin in the service.

This is an opportunity to talk about the needs of the student/ volunteer and how the service may be able to accommodate them.

Agreement of role

A description of the role of the student/ volunteer is in place and must be agreed before the person starts. This agreement helps all staff and others understand the expectations of the student/ volunteer.

This may also be used as a reference when giving support and supervision

Garda Vetting

Garda vetting is carried out by the service for all staff, students and volunteers. This is a requirement under the Pre-school Regulations 2006. Students under 18 years of age are not subject to Garda vetting.

A Garda Vetting form from our Centre must be completed by the person in question. If Garda clearance is not granted in time for the placement to begin the student may start their hours in the Centre but in a non-contact role with children and fully supervised (Kitchen work etc.) however, once Garda Clearance is issued and if it has been returned with no convictions that may compromise the person, that person may assume a more active role within the center but still under supervision.

If this person has a conviction stated in their Garda vetting, they must cease immediately to attend the Centre in any capacity. A discussion may ensue thereafter about their future within the center.

Reference

Two verified references from reputable sources are required for all students and volunteers.

Induction

Each student/ volunteer will be provided with a mentor/Buddy for their initial period. An induction manual will also be gone through to provide the necessary information for the person to operate at Scamps & Scholars. A Student/ volunteer Induction Record Card may be completed for each person and placed on file. If in place all parties will receive a signed and dated copy of the Student/ volunteer Record card

Any person who wishes to complete a student or work experience placement or volunteer at the Centre must comply with the following:

Additional requirements:

It is always the intention of Scamps and scholars to make our facility available to suitable Student / Work Experience/Volunteer persons. We are committed to providing a quality experience and practical interactions to further the studies and knowledge of suitable Student / Work Experience/volunteer people.

Summary of general Procedures

- All volunteers and students will be over the age of sixteen.
- The duration and timing of placement will be agreed in advance of the placement with the Manager.
- Students and volunteers will be required to ‘sign-off’ that they had read and understood the policies and procedures of the service.
- Students and volunteers must follow all policies and guidelines as laid out in our staff handbook, including **dress code**, **confidentiality** and **code of conduct**.
- Students and volunteers will not work unsupervised with either individual or groups of children.
- The Deputy Manager will be responsible for students and volunteers.
- Students and volunteers will not generally deal with parents, unless approved by the Manager.
- All students and volunteers will not have unsupervised access to children and all will be garda vetted.
- All students & volunteers must agree to a “planned operational” expectation in the form of a written agreement.

Scamps and Scholars reserves the right to terminate any work placement period if the person in question is deemed to be unsuitable to work at the Centre.

APPROVAL DATE: _____

IMPLEMENTATION DATE: _____

SIGNED: _____

(On behalf of the Board of Directors)