

Sunflowers Day Nursery – Policies & Procedures

Students, young persons and volunteers.

(Including Induction period for new staff)

Incorporating the procedure for Visitors and Supervision of those who have not had a DBS Check.

From time-to-time Sunflowers Day Nursery will accept Students and Volunteers in order to provide them with experience, training, mentoring and an insight into what working in early years is really like. Examples of Students, young persons and volunteers who may attend the setting are:

- Students on a placement from a local college or University
- Work experience students from Secondary School
- Volunteers from organisations such as The Duke of Edinburgh award.
- Volunteers from Adult learning schemes
- Independent Volunteers wanting to get experience of working in Early Years
- Parent/Grandparent helpers.

Everyone wanting to come to Sunflowers on a student placement or as a volunteer must follow a strict process to ensure that we meet our safeguarding and health and safety responsibilities.

Initially the Nursery Manager, after the nursery has been approached about a placement - will organise a meeting with the student/volunteer to determine their suitability for a placement within the nursery. At this point a Student/volunteer details form will be filled in. At all points the Nursery Manager will remain in contact with the student/volunteers Tutor/Placement Organiser. If the Student /Volunteer is under 18 years of age, it is our usual practice to get consent from a parent or carer.

Any student/Volunteer 16 or over (including for unsupervised volunteers, and supervised volunteers who provide personal care) must have an enhanced criminal record check (DBS) and suitable references received before they start at the setting.

Students and Volunteers will receive a full induction prior to working with the children. If this induction has not taken place, the placement cannot commence. All students will need to provide a reference following the guidance in the EYFS in section 3.20

STUDENTS FROM A LOCAL SCHOOL, COLLEGE OR UNIVERSITY & OTHER VOLUNTEERS.

The following guidelines should be adhered to when students or volunteers are on placement at Sunflowers Day Nursery.

- Students/volunteers must be made to feel welcome, they are here to experience what it is like to work in a nursery environment and should be given the opportunity to work in all rooms if appropriate.
- Emergency contact details and any relevant medical information are needed for each student/volunteer and kept on file in the office.

- Occasionally students/volunteers can be asked to do tidying up tasks and preparation for activities, **though this must not be on a frequent basis**, only as part of a realistic view on what a role in nursery is like.
- Students/volunteers must **NOT** be left alone with children, either in the garden or in a room, please pay particular attention to areas such as the quiet room.
- Students/volunteers are not counted in our childcare ratios.
- Students/volunteers are unable to carry out toileting duties independently, though are able to be in the bathroom and change nappies/supervise toileting with another member of staff present. That member of staff will be responsible for ensuring that the correct hygiene procedure is being followed.
- Students/volunteers should be given the opportunity to plan for and carry out activities, by the end of their placement they should also be given the opportunity to produce a display. In addition, copies of any planning and a photograph of the finished display can be given to the student at the end of their placement in a portfolio if they wish.
- As a rule a student/volunteer will work a 9am-5pm shift, unless other hours are specified by a training provider/organisation. During this shift they are entitled to two ten minute breaks (one in the morning and one in the afternoon) and a half an hour lunch break.
- Students/volunteers should have a full induction to Nursery on the first day and be given the opportunity to read the following Policy and Procedures Documents:
 - Lifting (part of our Health and Safety Policy)
 - Promoting Positive Behaviour Policy
 - Fire Procedures
 - Confidentiality Policy
 - Equal Opportunities Policy
 - Safeguarding Policy
- As a setting we need to ensure that we are providing an opportunity for any relevant coursework and tasks to be done throughout the placement. Reference books and our knowledge and advice should be made available at all times.

YOUNG PERSONS AND WORK EXPERIENCE STUDENTS – Specific Health and safety requirements.

Work Experience students – ie students 16 years of age and under – The term 'child' and 'young person' are defined in the Management of Health and Safety at Work Regulations:

'Child' is defined as a person who is not over compulsory school age. In practice, this is someone who has not attained the minimum school leaving age of 16 years.

'Young person' is defined as 'any person who has not attained the age of 18 years'.

- We will always promote practical measures to minimise the risk to the health, safety and welfare of students and young persons visiting, or working at the Nursery premises, for whatever purpose.
- Whenever children or young persons are present in nursery additional care needs to be taken with regard to their health and safety. Children and young persons are inherently less aware and less experienced in terms of their understanding of risk. Their physical and psychological immaturity may also be a factor to be considered in what they may be expected to do.

The Nursery therefore has specific duties in respect of children and young persons who are defined as *at work* in the Nursery including full-time employees, part-time and temporary employees, and students or trainees on work placement or enrolled on courses.

When completing risk assessments, account should be taken of:

Amended and Reviewed September 26 - HH

- The level of supervision (by individuals or group leaders)
- The activities being undertaken
- Whether the activity is part of a visit or of a work experience programme

The purpose of a risk assessment is to identify what measures the Nursery may need to take in order to protect the child or young person from risk. Additional measures that may be considered in order to provide adequate protection for children or young persons are:

- Not to expose the young person to the risk at all
- Provide close supervision by a competent person
- Provide relevant and comprehensible instruction and training

As a rule, Children and Young Persons will not:

- Work unsupervised unless on unsupervised errands
- Misuse/interfere with anything provided in the interests of health and safety
- Have access to unsuitable material on the internet
- Disclose any confidential information to 3rd Parties.
- Be left alone with any Nursery child at any point
- Lift Nursery Children
- Work/help for more than 3 hours without a break.

Supervision of people who have not had a DBS check and newly appointed staff members.

It is extremely important for child protection reasons to ensure that all adults at Sunflowers who have not been DISCLOSURE, VETTING AND BARRING (DBS) checked are supervised at all times, since the update of the EYFS on September 2026 this will only apply to students under the age of 16, and ad hoc volunteers e.g parent helpers, visitors (no more than 3 days in a 30 day period) This means that they should never be left in the sole care / company of children. **EVERYONE ELSE NEEDS AN UP TO DATE AND VALID ENHANCED DBS CHECK.**

Explicitly this means that a member of staff cannot start work with the children until a DBS clearance has been returned. Tasks such as in house training, induction and office-based training can start.

In addition, when a new staff members DBS comes through as clear, or they are already on the update service, it is important that they are supervised at all times until they have **successfully completed a competency test**. This will be a minimum of 4 weeks of employment to ensure they have sufficient time to get to know the children and to feel comfortable with our policies and emergency procedures. This means that they should never be left in the sole care / company of children.

This applies equally to:

Staff members who have been newly appointed and are within the first 4 weeks of employment.
Volunteers who come to work at the nursery for a temporary period.
Students on placement at the nursery.
All regular visitors to the nursery.

Procedures - Staff, Volunteers and Students on placement

Amended and Reviewed September 26 - HH

All Staff, Volunteers and Students on placement will have the supervision policy explained to them during their induction and will be asked to take responsibility for helping to ensure they are not placed in the unsupervised care of children.

All volunteers and students need to sign in and out of the VISITORS book. All staff need to sign in and out on the attendance sheet in the staff room. This logs their presence on site in the event of a fire.

Staff, students and Volunteers under 17 years old will be supervised at all times and will never be included in staff to child ratios.

Students on Long Term Placements and Volunteers (over 17 years old) may be included in ratios only on the condition that the Nursery Manager is satisfied they are competent and responsible and they have undertaken all necessary checking and vetting.

Students will be given a mentor in the placement – any issues or concerns should be raised with their mentor or nursery management

All members of staff will be aware of those team members who have not had the necessary DBS checks or undergone a competency test and management will plan staffing accordingly so that they are not placed in a position of unsupervised care.

Particular care should be taken to ensure such team members are not asked to take children to the toilet / nappy change without another (suitably checked) member of staff being present.

Procedures – Visitors

- Visitors will always enter the nursery via the main entrance.
- Most visitors will have a pre-arranged appointment; this will be recorded in the diary. Senior members of staff should always admit, greet and determine the identity of visitors.
- If necessary, ask for appropriate Identification (This is particularly important if the visitor has not pre-arranged their visit).
- The member of staff signing the visitor in will read the cover page of the visitor book, to the visitor verbatim, giving the visitor our rules and letting them know about everyone's safeguarding responsibility. The visitors acknowledgement of the rules will be acknowledged by the staff member by ticking the appropriate spaces in the visitor book.
- Once they have entered the nursery, visitors should not be left unaccompanied except in the Office or the Staff Room.
- Where visitors are in the nursery to undertake maintenance or other such work, it is not necessary for them to be 'shadowed' by a member of staff. However, staff should be vigilant to ensure they are not left unaccompanied with children and that their work does not compromise the safety of children.
- **Children should be supervised when using the toilet or in the hallway, whenever visitors are in the building e.g maintenance/photographer/parents morning, & evening.**

Other related Policies:

- Safeguarding Children Policy
- Safer Recruitment Policy
- Whistleblowing Policy
- Health and Safety Policy

Please discuss any other concerns or questions with the Nursery Manager.