



## **STUDENTS AND VOLUNTEERS INCLUDING VISITORS**

### **Visitors/Volunteers**

At Rainbow's End Pre-School we believe that the safety of the children and staff in our setting is of paramount importance. The comfort of the children remains our next primary concern. To that end we wish to keep disruption to a minimum from any visitors to the premises, whatever their business here.

### **Procedures**

All visitors/volunteers must abide by the policies of Rainbow's End Pre-School. Policies of note that should be explained to any visitor including: Mobile phone, Photography Policy and Fire and Evacuation Policy (See below sections specific to visitors).

Visitors/volunteers/parents phones must be left in the kitchen on arrival. Under no circumstances should camera or video functions on mobile phones be used. Whilst in the setting, any person found using a camera or video without prior authorisation will immediately be asked to desist, and if they do not do so, will be asked to leave the setting. Signs are displayed around the setting to reinforce that phones may not be used.

### **Safety during visits**

The safety of the children in the session is paramount when visitors enter the pre-school setting. There is a door bell on the front door to allow visitors to get the attention of pre-school Staff. The outer door is kept locked during pre-school sessions. The member of staff answering the door will make a judgement on the visitor and decide whether to let the visitor into the building.

Official visitors should carry a form of identification. If the staff member is unsure of the validity of the visit, the staff member should telephone their department to double check. All visitors will sign in the visitor's book, this will include time of arrival and departure, purpose of visit and organisation they represent. This book is kept on the kitchen counter in the wooden file holder inside the outer doors at the Pre-School during pre-school sessions. All visitors must be supervised and accompanied by a member of staff at all times and will never be left alone with a child/ren even if they are visiting to assess a child's development for an outside agency.

DBS checked visitors such as volunteers, parents and students may be unsupervised in the setting but may not be left alone with any child and must not accompany any child to the toilet or take part in nappy changing. Parents are allowed to take their own child to the toilet.

Maintenance or people reading utility meters are required to provide documentation and ID confirming the nature of their visit and who they are and are to be supervised at all times during their brief visit into the setting if unavoidable.

## **STUDENT PLACEMENTS & WORK EXPERIENCE**

### **Policy statement**

At Rainbow's End Pre-School we recognise that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide for students with good role models and current advice on all practices.

## **Procedures**

We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out where time allows.

We require schools placing students under the age of 17 years with the setting to vouch for their good character. We always supervise students under the age of 17 years 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 may be included in the ratios if they are deemed competent.

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

We require students to adhere to all our policies.

We co-operate with students' tutors to help them 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 highlight our Safeguarding procedures and to whom and how to report any concerns.

We communicate a positive message to students about the value of qualifications and training.

At the start of each placement the manager will discuss the objectives of the placement and how Rainbow's End can support them. A mentor will be assigned and at the end of the placement they will have an exit meeting with the manager to discuss their progress over the duration of their placement.

We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.

## **Work Experience**

This Policy will outline how work experience students will be supported during their time at the pre-school. Work experience provides a number of benefits for young adults. It can help with their development and decision making for their chosen vocation. For pupils to get the most out of this experience it is essential that both the school and the employer work together to ensure the pupils' safety and wellbeing.

Rainbow's End Pre-School happily accepts and supports work experience students from schools and further education establishments. A work experience induction will take place either during a pre-employment interview or on a students' first day before they begin work (in this circumstance the employer will have been previously contacted the student to inform them of the appropriate dress code). The aim of this induction is to provide the student with any relevant information that they need to be made aware of regarding the setting, what is expected of them and to provide them with support whilst they are on placement at the pre-school.

## **Responsibility of the Pupil**

During the pre-employment interview or on the students first day (before they start), an induction will be completed. This will explain what the expectations of the students' behaviour are while on placement, what to do if they are ill and who to contact if they have a concern. It also covers items such as appropriate clothing and abiding by policies and procedures. The preschool works closely with educational settings to support them with their health and safety and risk assessment checks. The pre-school has adequate insurance and will share this information with

the educational setting. The students will be informed they will be given, where possible, the most accurate experience of working which may come with certain freedoms they do not normally have (such as going to the toilet at any time they like, popping to the shop for lunch – although they must sign in and out and have permission from the school/parent) and with this freedom they must demonstrate responsibility and accurate time keeping.

## **Safeguarding**

Rainbow's End Pre-School recognises that students on work experience under the age of 18 (under the age of 19 years old for children with additional needs) are classed as children under the Childcare Act 1989 and the UN Conventions on the Rights of the Child. Therefore, they will be protected from abuse, maltreatment and from harm to their health and development. They will be in safe environment and supported at all times. The whistleblowing policy, Safeguarding Policy and Staff Code of Conduct will be adhered to.

The student will complete a pre-employment interview where they will be asked what they would like to gain from this experience; a plan to support this outcome will be put in place. Students will be provided a mentor who will work closely with them, providing support and a watchful eye. The mentor will ensure the student is not placed under undue pressure or placed in a difficult situation such as managing conflict. The manager or mentor will check regularly with the student that they are happy with their workload and their working environment.

All staff and parents are made aware a student will be on site.

## **Disclosure and Barring Checks**

Rainbow's End Pre-School does not require students on short work experience placements (of up to 4 weeks) to have a DBS. A student will never be left alone with children and will never be counted in ratio.

Students over the age of 18 years old who are on long term placement can be counted in legal ratio if they have a DBS and have undergone a full induction to the setting. However, they will never be left alone with the children at any time. All Students will be mentored by a qualified member of staff who hold a valid DBS.

## **Evaluation and Follow Up**

Work experience will be evaluated in order to identify what learning was gained and best practice for the future. The student will be asked to complete a questionnaire at the end of their placement, this will help to ensure future students have a positive experience at the setting.

## **Policy Review**

As part of Rainbows End Pre-School monitoring of child protection and safeguarding this policy will be subject to periodic review.

Policy adopted by: Rainbow's End Pre-School  
Date: 01.01.2024  
Policy Review Date: 31.12.2024 (or sooner if required)