



Volunteer, Work Experience and Student Management Policy

Introduction

Pavilion Pre School (Aigburth) CIO is committed to providing a high-quality learning environment for young children, and we recognize that volunteers play an essential role in supporting our mission. This policy sets out the framework for the management of volunteers, work experience students and university or college students at our preschool, breakfast and after school clubs. It aims to ensure that all volunteers are well supported, equipped, and work in a safe and effective manner that benefits both the children and the organisation.

Purpose

The purpose of this policy is to:

1. Ensure that volunteers are recruited, trained, and managed effectively.
2. Create a safe environment for children and volunteers, work experience students, university or college students alike.
3. Comply with legal requirements and best practices for the management of volunteers, work experience students, university or college students
4. Establish clear guidelines for volunteers, work experience students, university or college students

Definitions

Volunteer

A volunteer is defined as an individual who offers their time and services without financial compensation for the benefit of the preschool, its children, and the wider community.



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Work experience student

A work experience student is a young person or student who attends the preschool for a temporary, agreed period to gain practical experience and an understanding of working within an early years setting. The placement is primarily for learning and observation and is not intended to replace or fulfil the role of a paid member of staff.

University or college student

A university or college student is an individual who is enrolled on a further or higher education course and attends the preschool as part of their course requirements, such as a placement, practical training or professional development.

Recruitment of Volunteers, work experience students, university or college students

1. Equal Opportunities

We are committed to diversity and encourage volunteers from all backgrounds to apply. Volunteers, work experience students, university or college students are selected on the basis of their skills, experience, and suitability for the roles available.

2. Application Process

All volunteers must complete an application form and provide relevant references. The setting will undertake a recruitment process that includes:

- Interviews to assess the volunteer's suitability.
- Enhanced Disclosure and Barring Service (DBS) checks, in line with safeguarding requirements, to ensure the safety of the children.

Work experience, university or college students will be asked to attend a meeting prior to placement. Details of the applicants are supplied by their host school, university or college.



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3. Role Descriptions

All volunteers will be provided with a clear role description, outlining the specific duties and expectations for their position. These roles may include assisting with daily activities, outings, supporting children with special educational needs, helping with administrative tasks, or aiding with events and fundraisers.

Work experience, university or college students will discuss with the Manager what specific areas or tasks they are required to observe or participate in whilst in the setting

4. Induction and Training

Every volunteers, work experience students and university or college students will undergo a thorough induction, which includes:

- A briefing on the setting's policies and procedures, including safeguarding and health and safety.
- An introduction to the staff, children, and the setting's environment.
- Relevant training on child protection, first aid, and any other training deemed necessary for the role.

Expectations and Responsibilities

1. Professionalism and Conduct

Volunteers, work experience students and university or college students are expected to:

- Maintain a professional approach and adhere to the setting's policies at all times.
- Treat all children, staff, and other volunteers, work experience students and university or college students with respect and kindness.



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- Be punctual and reliable.
- Ensure confidentiality, particularly in relation to children and their families.

2. Safeguarding

Volunteers, work experience students and university or college students must adhere to the setting's safeguarding policy. This includes:

- Reporting any concerns regarding the safety or welfare of a child immediately to the designated safeguarding lead.
- Not being left alone with children unless appropriately supervised.

3. Health and Safety

Volunteers, work experience students and university or college students must follow the setting's health and safety procedures, including:

- Familiarizing themselves with fire evacuation procedures.
- Ensuring that they report any accidents or incidents involving children or themselves.

4. Boundaries and Relationships

Volunteers, work experience students and university or college students should maintain appropriate boundaries with the children. This includes:

- Avoiding any physical contact that is not necessary for the role.
- Not engaging in private communications with children outside the setting.
- Avoiding sharing personal contact information with children or their families unless explicitly required for their role.



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Supervision and Support

1. Supervision

Volunteers, work experience students and university or college students will be assigned a designated staff member who will provide support, guidance, and supervision throughout their time at the setting. The staff member will check in regularly with the volunteer, work experience student and university or college student to address any concerns or questions.

2. Feedback and Development

Volunteers are encouraged to provide feedback on their experiences and any areas for improvement. Staff will conduct regular reviews to assess the volunteer's satisfaction with their role and address any issues that arise.

3. Recognition

We value the contributions of our volunteers, work experience students and university or college students and regularly acknowledge their efforts through informal thank-you events, written recognition, and other means.

Termination of Volunteer Roles

1. End of Role

Volunteers may choose to end their role at any time, and we ask for notice to be given where possible. The setting reserves the right to end a volunteer's role if their actions or behaviour are deemed incompatible with the preschool's mission, policies, or values. Work experience students and university or college students placements are recognised as being for a short period of time, determined by their host school, university or college.

2. Disciplinary Action

If a volunteer's work experience student, university or college student conduct is considered inappropriate or violates the settings policies, the volunteer will be informed of the concerns, and an investigation will be conducted. If necessary, disciplinary action may include termination of their role.



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Health and Safety

1. Accident Reporting

Volunteers, work experience students, university or college students must report any accidents or incidents involving themselves or others to the designated safeguarding lead or a member of staff immediately. An incident form will be completed and stored securely.

2. Insurance

Pavilion Pre School (Aigburth) CIO has appropriate public liability insurance that covers volunteers, work experience students, university or college students while they are volunteering within the setting.

Confidentiality

Volunteers, work experience students, university or college students are required to respect the confidentiality of all information regarding children, staff, and families. This includes not discussing any personal details or observations outside of the preschool setting.

This policy was adopted in September 2025.

It will be reviewed annually or as required.

Last updated: 07.10.26

Signed by Chair of Trustees:

Signed by Operations Manager: