



“Caring for each other, Sharing with each other, Learning together”

STUDENT AND VOLUNTEER POLICY

Statement of Intent

At Weybridge Children's Centre we believe that students and volunteers are essential to the life and work of the Centre. Students and volunteers have a wide range of experience and skills which can enhance the range and quality of services on offer and help everybody achieve more.

Weybridge Children's Centre has written this policy to ensure that best practice and procedures are carried out at the Centre. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Aims

- To appoint high quality volunteers and students to support the activities and services on offer at the Centre.
- To offer opportunities for volunteers who wish to widen their skills and experience.

Methods

Volunteer and Student Selection Procedures

- The Centre Leader will assess the suitability of volunteers requesting to work or assist at the Centre.
- The Centre Leader will assess the volunteer's skills and whether they would enhance the activities and services offered at the Centre.
- The Centre Leader will follow Safer Recruiting guidance in the appointment of volunteers.

Volunteers Evidence for Application

Volunteers will need to provide the following information prior to commencing work or placement at the Centre;

- Names and addresses for two referees who are able to provide a character reference for the volunteer.

- Details of qualifications, experience and other information training or experience.
- The Centre Leaders makes the final decision on whether a volunteer is suitable to work in the Centre. If the Leader decides that the placement is not viable the volunteer will be informed in writing.

Process for Volunteers and Students

1. Contact with the Centre to ascertain if the Centre requires and can accommodate volunteers.
2. Apply to the Centre using approved application forms, providing background information and referee details.
3. Attend a meeting with the Centre Manager to discuss the nature of the placement and any requirements the Centre may have regarding volunteers.
4. Attend an induction session with the Centre Leader where key policies and procedures are explained in detail.
5. The Centre Leader will require all volunteers to sign an agreement to abide by the Code of Conduct expected from staff and volunteers at the Centre.

Weybridge Children's Centre Responsibilities to Volunteers or Students

- The Centre will allocate a member of staff to mentor the volunteer or student.
- The Centre will maintain thorough and accurate records of the volunteer's work and training and complete all paperwork required by colleges or training institutions.
- The Centre will strive to ensure that volunteers and students are matched to activities which are suitable for their skills, expertise and experience.
- The Centre will consult with students and volunteers before making any changes to their working conditions or placement.

Volunteers' and Students' Responsibilities

Students and volunteers must ensure the following;

- They are never alone with children.
- They only administer First Aid to children if they are qualified to do so and the Centre Leader has given permission.
- Act in a bullying or intimidating manner towards children, staff and Centre users.

Volunteers and students must:

- Refer all concerns to the Centre Leader.
- Follow the Centre signing in and out systems for arrival and departure to the Centre.
- Wear identification issued by the Centre at all times.
- Contact the Centre at the earliest opportunity if they are unable to attend the Centre to carry out their role.

Termination of Agreement between the Centre and Student or Volunteer

If a concern arises about a volunteer's suitability or capacity to carry out their role safely and effectively the Centre Leader will arrange a meeting to remedy the situation and offer support or training if appropriate.

The Centre will terminate a volunteer's agreement at the discretion of the Centre Leader in the following instances;

- The Centre has no further need for the volunteers support or sufficient work available to make the placement viable.
- The student or volunteer does not comply with key policies or follow the Code of Conduct at the Centre.
- The student or volunteer behaves inappropriately towards a child, parent, member of staff or visitor to the Centre.
- The student or volunteer repeatedly fails to attend their agreed session without reasonable notice or explanation.
- The student or volunteer poses a risk or danger to Centre users or premises.

For further information please contact:

Weybridge Children's Centre
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Churchfield Road
Weybridge
Surrey KT13 8DB
01932 300106
centreleader@weybridgecc.org

It is intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed/trained and up-to-date with procedures, the Centre can avoid the need for complaints. However, the Children's Centre Leader is the first point of contact should any queries arise over this policy and its related procedures

Policy endorsement

Signed by:.....

Date:.....

Name: Daphne Sohl

Position: Children's Centre Leader