

VOLUNTEERS AND STUDENTS

We believe that a placement for a volunteer or student at our Club is a valuable opportunity to build experience while learning about working within a childcare setting. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to Roundabout.

However, always the needs of the children are paramount and therefore a Club needs to restrict the number of students and volunteers admitted at any particular time, in order to minimise disruption to the Club's core activities.

The Management team are responsible for ensuring that all students and volunteers working at the Club are suitable and that they will not detrimentally affect the service provided for children and their parents/carers. The Manager has overall responsibility for supervising and supporting students and volunteers while they are at the Club.

All students and volunteers must be 16 years old or over and fully supervised whilst on the premises. Permanent residence with the club will require a DBS check (formally CRB).

The Management team will enter into a formal written agreement with volunteers and students at the start of the placement agreeing hours of work, dress code and expected behaviour within the Club. This agreement will also detail what the volunteer or student can expect from the Club. Volunteers and students must read, understand and sign the conditions of work (Policies & Procedures) before accepting or making a commitment to voluntary work.

Students will be encouraged to discuss their individual learning needs with the Manager when they start at the Club and at regular intervals during their placement. Any student that is required to conduct child studies beyond the Club's normal activities (i.e. conducting a survey or a group based activity) as part of their course will need to obtain appropriate written consent from the parents/carers of the children concerned.

The Management team will ensure that volunteers and students undertake the full induction process given to permanent staff, as set out in the Club's 'Staffing' policy. New volunteers and students will be allocated a member of staff (Buddy) who will have day to day responsibility for them and their needs while at the Club. Volunteers and students will be expected to adopt a professional manner at all times, and work within the Club's existing policies and procedures.

While on the placement, students and volunteers will be both allowed – and expected – to participate in all aspects of work at the Club, unless otherwise instructed by the

Manager. Students and volunteers will attend staff meetings and will be encouraged to contribute ideas and share opinions.

Regular supervision and appraisal sessions with a member of the Management team and the designated member of staff will be established as a means of monitoring progress. Volunteers and students on placement should not be included in the staff to children ratio.

EXPENSES (VOLUNTEERS):

Volunteers are able to claim back for expenses incurred whilst at the club. This can include:

- **Bus fare (to and from the club).**
- **Petrol (to and from the club).**
- **Expenses for activities/crafts.**

All tickets/receipts must be retained in order to claim back any expenses.