



Student and Volunteer Policy

At Allsorts it is our policy to accept and encourage students either from secondary school work experience, local college work placements or from other training providers. We will also be pleased to accept adult volunteers subject to suitability.

Students and volunteers will always be interviewed before a placement is agreed to assess suitability and to discuss our and their expectations and needs, rules and routines. Students and volunteers attending for longer than 10 days will be required to have a completed relevant DBS check before they begin their placement.

All students and volunteers will complete an induction procedure.

Students and volunteers will always be closely supervised and expected to take a full part in the daily routine. They will never be left alone with the children. All students will be assigned a level 3 mentor during their time at Allsorts

As with all adults in the setting students will be asked to hand in their mobile phones whilst in the setting

Students and volunteers that are not DBS checked will not assist with any toileting or changing of the children.

Students and volunteers will be encouraged to tackle different tasks and to grow in abilities and confidence.

Standards of dress, manners and hygiene will be maintained at all times.

Students will be permitted a half hour lunch break to be agreed with the Room Manager which may be taken on or off the premises.

Students will be expected to be regular time keepers and inform the setting if unable to attend through illness.

Students will be given verbal feedback and written feedback where appropriate.

Room Managers/Directors will meet with students' representatives as and when is necessary.

Students will complete an evaluation of their time with us before leaving which will be used to plan for future students and improving standards.

Any behaviour believed to be inappropriate will be dealt with immediately by senior staff but if this behaviour persists the student will be asked to leave and their placement will be terminated. In this situation the training body working with the student will be contacted and full details given.

Reviewed September 2022