



John Scottus Pre-School

Students & Volunteers Policy

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

Child Care Act 1991 (Early Years Services) Regulations 2016 ([Síolta Standard 9: Health & Welfare](#), [Síolta Standard 16: Community Involvement](#)) ([National Standard 5: Organisation and Management](#), [National Standard 11: Child Protection](#))

Policy:

- All volunteers and students will be over the age of sixteen except for transition year students.
- Validated References and Garda Vetting will be obtained for all students by the service
- The duration and timing of placement will be agreed in advance of the placement with management.
- Students/volunteers will be required to read all policies and procedures of the service as part of their induction.
- Students/volunteers will be required to 'sign-off' that they had read and understood the policies and procedures of the service.
- Students/volunteers will not work unsupervised with either individuals or groups of children.

- Management will be responsible for students.
- Students/volunteers should have a clear defined role, i.e. duties and responsibilities of the student. Students/volunteers should have a clear defined role
- Students/volunteers will not deal with parents/guardians.
- Our Pre-School is aware of their responsibility to provide a 'real and rich' learning environment for the student.

Prior to Placement of Students:

- Our Pre-School will ensure that there are appropriate links with colleges.
- Colleges should, in writing, introduce the student, giving the service a profile of the student, highlighting any additional needs and an outline of the course content.
- All students must attend an interview with the Manager.
- Our Pre-School will ensure that they receive confirmation (copy of insurance certificate) from the college confirming that students are insured by the college while on placement.
- All students must attend an induction programme to enable them to develop an awareness of the service.
- A file will be maintained on all students containing such information pertaining to the college placement, college, tutor etc.

During Placement:

- Management are responsible for assessing the training needs of students on placement and ensuring that they are given the opportunities to build on existing skills and to develop new skills.
- Management will monitor the student's progress and liaise with the student's assessor at regular intervals throughout the period of the placement.
- Students must adhere to our policies and procedures.
- Students who are required to conduct child studies or work with children must obtain written permission from the parents/guardians of that child.

Parents/guardians will have access to any written study. Students will consult with the Management on all written records.

While on placement the service will support students by:

- Providing ongoing support to make the placement as useful and beneficial as possible for students.
- Providing the information and support necessary for students to carry out any written assignments and prepare for assessment visits by the placement supervisor.

Dress Code:

- Dress must be neat, clean and tidy (i.e. smart casual).
- Any tattoos should not be on view.
- Hair should be clean, washed, neat and tied back at all times.
- Nails should be short and clean at all times. Painted nails are not considered appropriate for an early year's setting.
- Comfortable shoes should be worn at all times. High-heels, toe-less sandals (flip flops) or backless shoes should be avoided in light of the dangers these can present to staff and children.
- Chewing gum is not permitted.

Confidentiality:

Working as a student/volunteer within the service may on occasion give rise to students being aware of confidential information in relation to children and families attending the service.

- Students/Volunteers **must not** disclose or permit to be disclosed any information which concerns any child/children and/or families to any other person or agency/organisation unless you are required to do so in the context of child protection procedures or as required under legislation.
- Students/Volunteers should not share any information about other students or staff colleagues with a third party.

- Students/Volunteers will be advised as to the setting of boundaries between the working relationship and friendship with parents/guardians. Do not engage them in unnecessary conversations of a personal nature. Conversations should be restricted to greetings. Parents/guardians requesting information from students should be directed to the senior staff member in the room. If parents/guardians have an issue/complaint they should be referred immediately to Management.
- Students/Volunteers may not use social networking sites to befriend parents/guardians whose children attend the service or to exchange any information about the service or children attending the service.

Volunteers:

- The hours that volunteers work will be arranged according to the hours the volunteer is available and the needs of the the service in consultation with Management. There will be no minimum or maximum hours or any guarantee of voluntary work.
- Working as a Volunteer in the service does not preclude you from employment elsewhere.
- All voluntary work is unpaid. Volunteers may be reimbursed for agreed expenses in consultation with Management.
- Volunteers should be present in the the service and ready to commence their voluntary work at the arranged and agreed times. Volunteers unable to attend at the arranged and agreed times should inform Management by telephone as soon as possible in advance.