



**Policy and Procedures for facilitating
Work Placement Students
and Volunteers.**



September 2024



In Dunclug Nursery School we are committed to providing a happy, safe and stimulating environment to support young children's learning and development.

We recognise that the children in our care have individual interests, characteristics and needs and aim to enable each child to develop positive attitudes about themselves and towards their learning by –

- providing experiences that extend learning and challenge thinking
- maintaining positive relationships as a staff team, with our children, their parents, the community, the Board of Governors and other relevant agencies
- promoting the health and wellbeing of our staff, children and their families
- inspiring and developing all members of our school community





We recognise that providing the opportunity for people to gain work experience in our setting fulfils our responsibility to young people in education and to others for whom finding work can be difficult. For us, some of the benefits of facilitating work placement students and volunteers in our setting are as follows –

- ✚ Allows young people to make informed choices about a potential career in education
- ✚ Increases awareness of the roles and responsibilities in delivering care and education in an early years' setting.
- ✚ Provides the opportunity to experience first-hand, some of the theoretical components of their course of study.
- ✚ Inspires and develops members of the local community for whom a career in education is appealing.
- ✚ Enhances the profile of our setting among Post-Primary Schools, Further and Higher Education and in the wider community.
- ✚ Offers the opportunity for us to share our enthusiasm for our work and our commitment to securing the best possible outcomes for all of the children in our care.

This Policy document provides information on practices and procedures to ensure that we maintain a safe and positive environment for all in our School Community.




Work Experience in Dunclug Nursery School

Work experience can be defined as an activity in which a person carries out a particular task, more or less as an employee would, but with the emphasis being on the learning aspects of the experience. In practice, work experience is sometimes used as an umbrella term covering –

-  Work experience for those who are attending school or college
-  Work based learning as part of a course
-  Work observation required as entry for a course
-  Practice placements for undergraduates or university education degree courses

Work experience offers the opportunity to experience the world of work through a structured programme including shadowing staff at work and carrying out tasks. It also gives people the opportunity to learn about the general disciplines of work and to practise key skills.

In Dunclug Nursery School, work experience students may have the opportunity to carry out a number of tasks that they are competent to do, including –

-  Providing general classroom assistance
-  Working with small groups or individual children in the classroom setting
-  Carrying out practical tasks such as assisting with setting up or tidying the classroom, assisting with the preparation or tidying of snack, fetching or returning resources to stores, assisting with the production of wall displays, accompanying children on a school visit or when a visitor comes in to Nursery School, assisting with providing supervision during outdoor activities.

All tasks carried out by students or volunteers will be completed with guidance from, and under the supervision of, an employee of Dunclug Nursery School.

To ensure the safety and wellbeing of all members of our Nursery School Community, it is imperative that students or volunteers on placement in our Nursery School ask for further clarification if unsure what is expected of them in carrying out a task.

Furthermore if a student or volunteer feels uncomfortable carrying out any task asked of them, they should speak to the class teacher or the Principal –

Red / Blue Class Teacher – Mrs Dionne Bishop

Green Class Teacher / Principal – Mrs Pamela Muir

Yellow Class Teacher – Mrs Helen Currie

Safeguarding and Child Protection

All adults and students/volunteers working with children in Dunclug Nursery School have a duty to –

- be alert for signs of actual / suspected abuse or neglect
- act upon any concern in line with the Nursery School's procedures, by keeping brief records and reporting concerns to the Designated / Deputy Designated Teacher
- adopt safeguarding principles and guidelines, as detailed in this Policy and in the Code of Conduct for all adults working with children in our Nursery School
- ensure all health and safety procedures are adhered to
- take part in any Safeguarding / Child Protection training offered to them
- familiarise themselves with Appendix 1 of the Safeguarding and Child Protection Policy, which relates to categories of abuse and their indicators.

Students and Volunteers on placement will, as part of their Induction into our Nursery School, be provided with a copy of the Nursery School's Policy for Safeguarding and Child Protection. It is their responsibility to read and adhere to this policy, referring back to it as necessary, throughout their placement.

Procedures

(a) Consideration Stage

When a student or volunteer requests consideration for a work placement in Dunclug Nursery School, the Principal will make a decision regarding the suitability of their placement based on –

- ✧ their suitability in terms of their age, the course being undertaken, accompanying documentation from home / school / college they are attending
- ✧ the number of students or volunteers already being facilitated in all sessions on given days
- ✧ the profile of the class(es)
- ✧ the availability of staff to supervise students and volunteers alongside their existing job roles and responsibilities
- ✧ Access NI - students over the age of 16 and who are not in full time education in an Education Authority setting, will require an Enhanced Access NI check. The Education Authority will approve their suitability for work placement on receipt of verifying documents. Volunteers who will not be undertaking unsupervised work with pupils in our setting will not need to apply for an Access NI check.
- ✧ the Principal reserves the right to refuse or end a work placement at any time.

(b) After Consent is given

- 🦋 The student or volunteer must provide relevant documentation to be signed by the Principal. A copy of relevant documentation will be kept in the Nursery School Office.
- 🦋 When the documentation has been received, the Principal will meet with the student or volunteer to discuss working hours, start and end dates if known, as well as other information about their work placement.

(c) The first day

- 🦋 The student must sign in at the Nursery School office, before reporting to the Principal.
- 🦋 The Principal will carry out an Induction with the student or volunteer, including a tour of the school, introductions to staff and the sharing of relevant policy documentations as part of the Induction Pack.
- 🦋 The student or volunteer will have the opportunity ask any questions or discuss any aspect of the Induction further with the Principal, before signing to agree that they have understood the matters discussed as part of their Induction.
- 🦋 The Principal will escort the student or volunteer to the relevant classroom and make sure he or she knows who to speak to with any queries.
- 🦋 Work placement may comprise a number of weeks or days, or could be arranged for a number of days per week for a set number of weeks.
- 🦋 Students or volunteers will be given experience in as broad a range of activities as possible during their work placement.

Visitors to our Nursery School

Visitors to our Nursery School, such as parents, suppliers of goods and services, to carry out maintenance etc do not routinely need to be vetted before being allowed onto school premises. However, such visitors will be managed by school staff and their access to areas and movement within the school may be restricted, as needs require.

Visitors to our Nursery School are :

- met/directed by school staff/representatives
- signed in and out of the school by school staff
- if appropriate, their access may be restricted to only specific areas of the school
- where possible, escorted by a member of staff/representative
- clearly identified with visitor/contractor passes
- access to pupils restricted to the purpose of their visit
- if delivering goods or carrying out building/maintenance or repair tasks their work should be cordoned off from pupils for health and safety reasons

Health and Safety


We aim to provide a safe environment for all members of our Nursery School community. Activities are planned properly and where necessary potential risks are assessed. Students and Volunteers will be provided with a copy of the Nursery School's Health and Safety Policy during their Induction and are expected to comply with the policy and procedures detailed within it. Students or Volunteers should report any concerns or issues they experience pertaining to health and safety to the Principal.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, all those undertaking work experience should sign in and out of the building at the Nursery School office and wear a visitor's ID at all times.

Absence

If a student/volunteer is unable to attend Nursery School they should contact the School office on 028 25644286 on the morning of their day of absence, Students attending work placement from School or a Further or Higher Education setting should also let the teacher or tutor who is responsible for work placements know that they will be absent on that day.

Confidentiality

-  Out of respect for children and their families, staff, students and volunteers interacting with the children in our Nursery School should refrain from discussing confidential matters, including children's behaviour, stage of development, learning difficulties, or other private matters with anyone who is not working directly with the child. Information pertaining to children is shared on a strict 'need to know' basis and should never be included in general conversation about that child.

All information on individual pupils and members of staff should remain confidential and the sharing of data is protected under the Data Protection Act 1998. Anyone undertaking work placement in our Nursery School is not permitted to discuss children's or staff members' personal information with other professionals in the school community.

The Principal reserves the right to terminate the work placement of any individual who does not uphold the Nursery School's policy on protecting each individual's right to confidentiality.

There may be instances where a student or volunteer must pass information to the Principal or class teacher, for example incidents where a child is upset or when a child discloses that he or she is being harmed in any way. Students and Volunteers should report this to the Principal or Deputy Designated Teacher as soon as possible.

Internet Use and Social Media

- Staff, students and volunteers working with children in our Nursery School should maintain professional boundaries and avoid improper conduct when using Social Networking sites.
- Staff, Students and volunteers in our Nursery School will receive a copy of the Nursery's Social Media Policy and Code of Conduct for Staff as part of their Induction, and are expected to adhere to the guidance principles contained within.
- Staff, students and volunteers working with children in our Nursery School are advised to be mindful of the type of personal information they share on Social Networking sites, or the types of photos they are sharing or tagged in. Staff should therefore ensure that they use appropriate privacy settings to protect such information.
- Individuals who work with children should not, under any circumstances, make, view or access illegal or inappropriate images of children.
- Staff, students and volunteers working with children in our Nursery School should not engage in online behaviour which could harm the reputation of colleagues, the profession, or our Nursery School. Any inappropriate posting should be reported to the Principal.
- Any postings on Social Networking should not mention Dunclug Nursery School, unless to share a post when requested to do so by Dunclug Nursery School Facebook Administrator in order to publicise Nursery events.
- Staff, students and volunteers working in our Nursery School should not post comments on any posts on Dunclug Nursery School's Facebook or Website pages.

Equal Opportunities

In Dunclug Nursery School we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender or sexual orientation, as per the Equality Act 2010.

Additionally, though not protected characteristics under the Equality Act, marital, social and financial status should never be grounds for discrimination. All students and volunteers on work placement are required to make a commitment to this policy and treat everyone with respect at all times.

Code of Conduct for Students and Volunteers

All adults working with children in our Nursery School are expected to adhere to the following Code of Conduct, to ensure that we fulfil our commitment to **providing a happy, safe and stimulating environment to support young children's learning and development.** The following is a guide to **appropriate conduct** while on a work placement or volunteering within our Nursery School setting –

-  All School policies must be adhered to at all times.

- ✂ Be a caring and positive role model at all times.
- ✂ Treat all members of our Nursery School Community with courtesy and respect.
- ✂ Dress and behave in a manner that promotes professional, healthy and safe working practices.
- ✂ Maintain confidentiality of all members of our school community.
- ✂ Be pleasant and cooperative when working with any member of our Nursery School Community.
- ✂ Accept and follow directions from the class teacher providing supervision, as well as any other staff members at the school, and seek guidance through clarification where you may be uncertain of tasks or requirements.
- ✂ Adhere to all the safe working practices, avoiding unnecessary risks and reporting any issues relating to health and safety.
- ✂ Mobile Phones should be kept along with other personal effects, in a designated area, away from the children.

The following would be deemed **inappropriate** conduct and may result in the termination of the work placement –

- ✂ Telling a child off – managing children’s behaviour is the responsibility of staff employed by the Nursery School. Negative behaviour should be reported to staff for them to deal with in line with the Nursery School’s Promoting Positive Behaviour Policy.
- ✂ Physical aggression towards a child or any other member of the School Community.
- ✂ Taking photographs of a child without being asked to do so by the class teacher.
- ✂ Physical affection towards a child.
- ✂ Sharing personal contact details with a child or arranging to meet a child outside of Nursery School.
- ✂ Coming to work under the influence of drugs or alcohol.
- ✂ Making inappropriate jokes or remarks to children or any members of the School Community.
- ✂ Behave in a manner which may bring the Nursery School into disrepute when representing it during a work placement.

I _____ have read and understood Dunclug Nursery School’s Policy and Procedures for facilitating Work Placement Students and Volunteers, and agree to comply with the code of conduct detailed within it.

Signed - _____ Date - _____

