SCOTFORTH AFTER SCHOOL CLUB

STUDENT & VOLUNTEER POLICY

Students on placement and volunteers are welcomed at the club for the wide and varied contribution which they can make and they can expect to be made welcome and feel valued. We will actively seek to recruit volunteers by establishing links with local volunteer centers, colleges and schools.
This policy refers to all volunteers, including those on placement, trainees, work experience and parents.

GUIDELINES –

- ◊ Volunteers will be DBS cleared, have a full induction and complete basic training before they are recruited to start working at the setting.
- ◊ It is unlikely that they will have sole access to children and they must be 16 years old or over.
- ◊ Young people age 16+ on a childcare apprenticeship course may be counted in ratios.
- ◊ Volunteers may be included in staff child ratios if they are 17 and over and assessed by management as fully competent but must never be left in sole charge of a group. The managing director would have to agree that the level of experience was enough for the individual to act responsibly when working with children before they can be counted in staff child ratios.
- ◊ Volunteers should be encouraged to participate as fully as possible in all aspects of the club.
- ◊ Volunteers should be supported and supervised by members of staff at all times.
- ◊ Volunteers may wish to plan and run specific activities. They should be encouraged and supported in this.
- ◊ Volunteers should be included in activities, if necessary being brought in by staff members. They should not be left to stand on the sidelines.
- ◊ Volunteers should never take the lead in anything other than very minor disciplinary matters and should not talk to parents about their children.
- ◊ Volunteers should be treated with consideration and respect and the children should make little distinction between volunteers and staff. Under no circumstances should volunteers be given the 'dirty' or unpopular jobs in place of staff, nor should they be working in place of staff members.
- ◊ Volunteers and students will be expected to adopt a professional manner at all times and work within the club policies and procedures.
- ◊ Volunteers will have regular one to one supervisions with the manager to discuss progress targets and review practice.

The number of students and volunteers at any one time will be restricted in order to minimise disruption to the club's core activities and to enhance the experience of those present.

Amended or checked: 14/09/24