



4: Students and Volunteers

At Jesters we believe that a placement for a student or volunteer 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 our Club.

However, at all times the needs of the children are paramount and therefore we need to restrict the number of students and volunteers admitted at any particular time, in order to minimise disruption to our core activities.

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

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

Students will be encouraged to discuss their individual learning needs with the Club Manager when they start at Jesters and at regular intervals during their placement.

Students required to conduct child studies beyond our normal activities (ie: 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 Club Manager will ensure that students and volunteers undertake an appropriate induction process in line with the staff Handbook and that given to permanent staff, as set out in the 'Staffing' policy.

Students and volunteers will be expected to adopt a professional manner at all times, and work within our 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 Jesters, unless otherwise instructed by the Club Manager. Students and volunteers will attend staff meetings and be encouraged to contribute ideas and share opinions.

Regular supervision and appraisal sessions with the Club Manager and the designated member of staff will be established as a means of monitoring progress.

Students and volunteers on placement should not be included in the staff to children ratio.

