



Student and Volunteer Policy

Policy Statement

Riverside Childcare believes that a placement in our service is a valuable opportunity where students or volunteers will learn and experience hands-on the importance of early childhood care and education. Equally we appreciate the energy and enthusiasm new people bring to the environment.

Principle:

This policy is underwritten by the Child Care (Pre-School Service) Regulations 2006

Procedure:

Meeting before start date

Each student or volunteer will meet with a member of management before they begin in the service. This is an opportunity to talk about the needs of the student/ volunteer and how the service may be able to accommodate them.

Agreement of role

A description of the role of the student/ volunteer will be developed, helping all staff and others understand the expectations of the student/ volunteer. This may also be used as a reference when giving support and supervision

Garda Vetting

Garda vetting is carried out by the service for all staff, students and volunteers. This is a requirement under the Pre-school Regulations 2006. Students under 18 years of age are not subject to Garda vetting.

Reference

Two verified references from reputable sources are required for all students and volunteers.

Induction

Each student/ volunteer will be provided with a mentor/colleague for the induction period, who will provide on- site support for them. A Student/ volunteer Induction Record Card will be completed for each person and placed on file. All parties will receive a signed and dated copy of the Student/ volunteer Record Card.

Photographic evidence

Students may require photographic evidence of their work. Management will make sure that all children's identities are protected on these (blurred face, not recognisable). Only children from whom Riverside Childcare have general photo consent may appear on the pictures. Individual permission will be signed by parents/carers for individual observations made on the children.



Induction Record Card

Introductions	Observations	Signature of Student	Signature of Manager	Date
General introduction about the service to include history, ethos, types of programme offered, curriculum				
Introduction to Staff Members				
Introduction to Children				
Details of code of Ethics				
Details of who to report to				
Information on student role and responsibilities				
Roles and responsibilities are read, understood and signed off				
Garda vetting, references and insurance received and filed				
Use of appropriate behaviour and language				
Signing in and out procedure				
Importance of punctuality				
Details on lunch and break entitlements				
Details of dress code				



Code of practice regarding mobile phones, time keeping absenteeism, confidentiality and general code of conduct				
Receive details of procedure for student feedback				
Introduction to Safety Statement				
Information in relation to evacuation e.g. Shown fire exits, location of First Aid boxes				
Received information on the following: <ul style="list-style-type: none"> - Manual Handling - First Aid - Basic food hygiene - Child Protection 				
Awareness of the importance as positive child role model				
Introduction to the routines and rosters				
Details of daily record keeping e.g. accident book, medical consent form, visitor book.				

Name of Student: _____ Date of commencement: _____

Name of staff member in charge of induction: _____

*Garda Vetting is required where a student is over 18. Some schools separately insure their students while on placement. All students need two verified references. ** May be referred to in your staff handbook



This policy was adopted by Riverside Childcare Date: 17/10/2023

Signed by: Michael Dunster on behalf of Management (owner)

Michael Dunster

This policy will be reviewed on 17/10/2025 in collaboration with staff and parents