

Developing a Apprentices/Student/Volunteer Procedure

Providers & Childminders including all staff must ensure that people looking after children are suitable, they must have relevant qualifications and training and have passed any require checks to fulfil their roles. Providers & Childminders must ensure that all staff, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable – **Statutory Framework for the Early Years Foundation Stage 2024 point 3.9 GP, 3.10 CM**

- Only those aged 17 or over may be included in the ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider & childminder is satisfied that they are competent and responsible. – **Statutory Framework for the Early Years Foundation Stage 2024, point 3.49 CM & GP**

The procedures should include:

- The arrangements the setting has with the training providers when the setting is requested to offer placements for students, the courses and relevance that the setting takes into account when offering student placements.
- Who holds the responsibility to liaise with the training providers to gather information to ensure that the student is deemed suitable to work with children?
- Who holds the responsibility to liaise with the college or apprenticeship provider to discuss progress being made and the students practice.
- The checks that are completed on the apprentice/volunteer to ensure that children are safeguarded at all times, i.e.
 - Enhanced DBS checks relevant to the role.
 - Additional criminal records checks are carried out for people who have lived and/or worked abroad.
 - Ofsted Suitability checks (childminders)
 - For a student, who is on a long or short time placement it is necessary that Ofsted would undertake a DBS on the student if they have regularly contact with the children.

Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). www.homeoffice.gov.uk

- References for volunteers and apprentices – minimum of two, ensuring that these are followed up along with employment history.
- The number of student/volunteers accepted at the setting at any one time and the reasons for this.
- How and who will inform Ofsted about student placements.

- The procedure for students/volunteers to be inducted into the setting, who will be responsible to ensure that this happens and the types of information that will be shared with the student/volunteer, i.e. confidentiality, risk assessments, safeguarding, policies and procedures, health and safety etc.
- Who within the setting will have the day-to-day responsibility for the student /volunteer.
- How the supervision process supports students and/or volunteers, the regularity of the supervisions, how these will be recorded and who is responsible for carrying them out
- When accepting students how the welfare of all children will be safeguarded, i.e.
 - Not to be left alone with the children
 - Not to change nappies alone
 - No overall responsibility for the children
- The procedure for regular meetings with students/volunteers to ensure the safety of the children and that their individual needs are being met (Refer to supervision and appraisal procedure).

The procedure should be reviewed:

- At least annually.
- The procedure needs to be signed by the registered person, include reviewed dates and the next review due date.
- If any changes are made to the procedure when reviewed the staff and/or parents need to be informed.

Links to other policies & procedures:

- Safeguarding Children
- Confidentiality
- Staffing and Employment
- Induction
- Supervision and Appraisal
- Recording of Information
- Inclusion
- Recruitment
- Health and Safety

This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.