

<b>STUDENT &amp; VOLUNTEER POLICY</b>	
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## **STUDENT & VOLUNTEER POLICY**

**Windmill Hill City Farm Children and Family Services values students and volunteers for the diverse skills, experience and knowledge that they can bring. It is our aim to provide an opportunity where people can learn from each other as well as together. The aim of this policy is to ensure that each individual's needs and interests are met as well as ensuring that the children gain valuable opportunities and experiences in a safe and caring environment.**

### Staffs responsibilities to all students/volunteers:

- To provide a welcoming environment enabling each individual to learn and engage in a variety of opportunities in the interests of the children as well as themselves.
- To ensure that each individual has an induction allowing them to become confident in the way the setting operates. A crucial part of this induction will be to carry out the necessary paperwork and go through all policies and procedures of the setting.
- To ensure that each individual is given a mentor who will support and offer guidance and direction as and when needed or recognised.
- Ensure that no individual is left unsupervised at any time. This prevents difficult situations arising, which could lead to false accusations being made.
- To ensure that all necessary references and police checks/DBS have been carried out (if necessary through liaison with the school/college/training provider).
- To liaise with the school/college/placement provider if there are any concerns and/or clarification is needed regarding any matters in order to best support each individual.

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- To ensure that each student/volunteer is given equal opportunities and experiences throughout all the services.

#### Student responsibilities to the setting:

- To ensure that you have the correct contact details for the setting.
- To be punctual and notify the setting as soon as possible if you are unable to attend any sessions. Please telephone if you are not able to attend. Please **do not** send texts or notify us via e-mail.
- To dress in a presentable and practical manner e.g. flat shoes, comfortable clothes etc.
- To ensure that you know what the requirements are of your placement/position at the setting e.g. college assignments, work experience etc. and that these are shared with the staff from the outset.
- To support the staff in providing a safe and stimulating environment for the children. This will include setting up and tidying up activities throughout the sessions as well as ensuring that all equipment is suitable and safe for all the children.
- To be committed to working towards the settings standards, policies and procedures.
- To work as part of the team under the supervision of the staff. Please note that you **must not** at any time put yourself in a situation where you are left alone with any child.

To respect the confidentiality of the children and families attending the setting.

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### Windmill Hill City Farm Children and Family Services contact details:

Philip Street  
Bedminster  
Bristol  
BS3 4EA

**Tel: 0117 9633299**

**Our best advice to all students and volunteers is never be afraid to ask any questions – no one knows everything. Staff believe in supporting each individual as best as they can – if you do not ask, we cannot help and we want to offer you the best experience possible.**