

<b>STUDENT &amp; VOLUNTEER POLICY</b>	
Reference: CF13	Effective date: 31.08.2012
Page no: 1 of 2	Approved: 31.08.2012
Last revision: October 2023	Revision date: October 2024



## 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 opportunities where people can learn from each other. The aim of this policy is to ensure everyone's needs and interests are met alongside ensuring the children gain valuable opportunities and experiences in a safe and caring environment.

### Staff's responsibilities to all students/volunteers:

- To provide a welcoming environment for student and volunteers which promotes opportunities for learning and engagement.
- To ensure every student and volunteer has a clear induction allowing them to develop understanding in the way the setting operates. The induction includes the completion of necessary paperwork and familiarisation of the settings policies and procedures.
- To ensure that every student and volunteer has a mentor who will support and offer guidance and direction as and when needed.
- Ensure student and volunteers are never left unsupervised for the health and safety of children and themselves and to minimise the risk of difficult situations arising.
- To ensure all necessary references and DBS checks have been carried out (if necessary, through liaison with the school/college/training provider).
- To liaise with the placement provider to ensure the student or volunteer is supported and any issues or concerns are addressed.
- To ensure each student and volunteer is given equal opportunities and experiences.

### 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 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 your mentor from the outset.

## STUDENT & VOLUNTEER POLICY

Reference: CF13

Effective date: 31.08.2012

Page no: 2 of 2

Approved: 31.08.2012

Last revision: October 2023

Revision date: October 2024



- To support 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 in line with the settings standards, policies, and procedures.
- To work as part of the team under the supervision of the staff. Please note 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.

### 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 to never be afraid of asking any questions. We believe in supporting every student and volunteer as best as we can and we want to offer you the best experience possible.**