



Name:	Date written:
Bank Staff, Work Experience, Volunteers and Interns Policy	2021
Written by/Reviewed by:	Date of Review:
Louise Lloyd Evans/Emma Holmes	13/9/23
Policy Statement	
This policy is in place to explain the application, placement and supervision of those who apply for, and gain work experience or an internship.	
Aims and Purpose	
We provide work experience for young people aged 15 years and above when a pod can provide appropriate supervision and can accommodate the requirements of work experience	
Unpaid internships offer a period of work experience for a fixed period. Those who apply for work experience or internship are called students for the purpose of this policy	
Applicability	
All staff	
Definition of Terms	
n/a	
Overview	
General Procedures Health and Safety Safeguarding Behaviour Management	
Procedures	
General Procedures <ul style="list-style-type: none"> • We will make every effort to work with those responsible for making placements to ensure that we can provide the training, experience and support • When we are approached to take on a person for work experience or internship we discuss this as a team and decide where the student will be best placed and supported before formally accepting the application 	

- Students who will be working with children will never be left alone with a child or children.
- Students do not undertake any intimate care routines for children of any age
- Students can be placed in ratio, but only when they have settled and undergone induction and have been DBS checked.
- Individual students will be invited to be a part of The Social Hub on an individual basis. They will be deleted from the Social Hub when they are no longer part of the team
- Students are given a 'buddy' to support them during their placement
- Students must adhere to all our policies and procedures and will be treated as an employee with regard to staffing, lunch hours and responsibilities
- Students can be invited to a staff meeting or an in-service day, under the discretion of the manager
- Students are responsible for undertaking any requirements of their work placement
- If students are ill they must contact the nursery after 7:30am to let the team know.

Health and Safety

Our team are very skilled at dynamic risk assessments, which are important for managing risk benefit. All areas and situations have formal risk assessments too, which are updated yearly or sooner if necessary. Keeping the environment safe for the children is everyone's job and is mainly down to common sense. If students see anything they are uncertain of, they must talk to Emma, Jes or any of the Key Buddies.

Students must:

- Make sure all gates and outside doors are firmly closed.
- Not answer the door to anyone.
- Not carry children on the stairs
- Not wear shoes inside
- Put their phones in the allocated lock up for the pod they are in
- Follow directions, in the event of a fire alarm, from their pod lead and help to evacuate all children. They should NOT put themselves in any danger.
- Be guided by the staff team in the event of a first aid incident

Safeguarding

Children's safety and wellbeing is paramount and everyone's duty. Students should be respectful and appropriate with the children and report anything to to Jes or Emma they are unsure about or makes them uncomfortable. They should ensure they are not on their own in any situation with the children or carry out any of their personal care.

Behaviour Management

We are dedicated to enabling our children's voices and reasoning skills. This leads to building self-regulation and lays great foundations for executive function.

Behaviours that challenge are managed respectfully, and outcomes are decided as jointly as possible. Sometimes children need to be removed to a safer, quieter area before any discussions can take place. Students will witness all staff and children following these

strategies. They will not be expected to manage behaviour on their own, but watch and learn, our team (and children) are incredibly skilful in this area.

Staff Meetings

All bank staff, volunteers and interns should be invited to staff meetings to ensure their practice is inline with current procedures, and they feel included in the team.

External Links and Organisations

ACAS: [Work and employment law advice | Acas](#)

Nat West Mentor: [Mentor - Employment law, HR, and health & safety support for your business \(natwestmentor.co.uk\)](#)

Relevant Policies and Documents

Behaviour Management Policy
Communications Policy
Equalities and Diversity Policy
Safeguarding Children Policy
Health and Safety Policy
Staff Code of Conduct

Authorisation

Signature:



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