

Bank Staff, Work Experience, Volunteers and Interns Policy

Reviewed: July 2025 **Next Review:** July 2026

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Our Values

We welcome additional adults into our setting with care, clear boundaries, and high expectations. Whether joining us for a day, a term or longer, all staff and volunteers must embody our ethos:

- **Sustainability** – Contributing meaningfully to the wellbeing and progress of the setting
 - **Respect** – Valuing all contributions while safeguarding consistency and standards
 - **Authenticity** – Ensuring transparency and clarity around all roles and responsibilities
 - **Supportive Leadership** – All adults are guided and mentored as part of our learning community
 - **Community** – Creating opportunities for learning, development and shared responsibility
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Policy Statement

We carefully manage the inclusion of bank staff, students, volunteers and interns to maintain a safe, highquality environment for children. All temporary or support adults are supervised and expected to follow all policies, procedures and codes of conduct at all times.

Purpose

- To ensure all temporary staff and support roles meet safeguarding and suitability requirements
 - To provide a positive, structured experience for learners and support workers
 - To protect consistency for children and prevent disruption
 - To manage risk and ensure accountability
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Applicability

This policy covers:

- Bank and cover staff
 - Students on placement (college or university)
 - Volunteers
 - Interns or work experience participants
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Bank and Cover Staff

Must have:

- Up-to-date Enhanced DBS
- Two references
- Relevant qualifications (Level 2 minimum preferred)
- Induction to safeguarding, supervision and site procedures
- Are never left alone with children unless fully vetted and signed off

- Must sign to confirm they've read key policies before working (Safeguarding, Behaviour, Whistleblowing, Health & Safety)
 - Work under direct supervision until confident and observed
 - May be removed from the bank list at any time if concerns arise
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Volunteers and Work Experience

- Must be over 17 and complete an application process
 - Must attend a full induction session and read safeguarding policies
 - Are **never included in ratios** and must **never be left unsupervised**
 - Are given clear roles — e.g. playing alongside, tidying, observing — but must not lead activities
 - Must dress appropriately, communicate professionally and model respectful behaviour
 - Must not use phones or personal devices onsite
 - Any safeguarding concerns must be raised with the DSL immediately
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Students and Interns (Long-Term)

- Must provide college/university placement documentation
 - Must provide DBS details or be included in our risk assessment process
 - Are supervised, observed and offered feedback by a mentor or key person
 - May take on more responsibility gradually (if 18+ and deemed competent)
 - Are encouraged to contribute to planning, documentation and reflection (with supervision) • Are included in staff meetings and CPD where possible
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Safeguarding Responsibilities

All adults in the setting — including volunteers and temporary staff — must:

- Be alert to signs of harm or abuse
- Report concerns immediately to the **DSL or Deputy DSL**
- Follow all safeguarding procedures with no exceptions •
- Read and adhere to the:
 - Safeguarding Children Policy
 - Whistleblowing Policy
 - Code of Conduct

Any breach of expectations, professional boundaries, or safeguarding practice will result in immediate review.

Data Protection and Confidentiality

- Temporary staff and volunteers must not:
 - Take or share photos
 - Access child records
 - Share information outside the setting
 - Any queries about children's needs or progress must be passed to the lead key person or manager
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Supervision and Support

- All adults are regularly checked in with by a room lead or supervisor
 - Feedback is given constructively and informally
 - Concerns about conduct or fit will be followed up with written notes
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Linked Policies

- [Safeguarding Children](#)
- [Whistleblowing](#)
- [Staff Code of Conduct](#)
- [Confidentiality and GDPR](#)
- [Supervision and Professional Conduct](#)
- [Parent and Family Code of Conduct](#)