



Bank Staff, Work Experience, Volunteers and Interns Policy

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Date Written: August 2025

Next Review Due: August 2026

Our Values

At Young Friends, every adult in the building — whether permanent staff, bank staff, volunteer, intern or student — contributes to children's safety, learning, and wellbeing. We set the same high expectations for all, ensuring they uphold our ethos of sustainability, respect, authenticity, supportive leadership, and community.

- **Sustainability** – Bank staff and students strengthen our team by supporting continuity and reducing stress on permanent staff.
 - **Respect** – All adults are role models; they treat children, families, and colleagues with dignity and kindness.
 - **Authenticity** – Volunteers and interns are offered real, meaningful experiences of working with children.
 - **Supportive Leadership** – Everyone is inducted, supported and supervised to ensure success.
 - **Community** – Inclusion is key; all adults are part of our team culture and uphold the same standards.
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Policy Statement

This policy sets out our expectations and procedures for the safe and effective involvement of bank staff, work experience students, volunteers, and interns. It ensures that:

- Children are safeguarded at all times.
 - Adults are clear about their roles, responsibilities, and limitations.
 - Students and volunteers receive meaningful experience without compromising care quality.
 - Families can be reassured that any temporary staff are fully vetted, inducted and only used when absolutely necessary.
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Aims and Purpose

We aim to:

- Protect children through clear safeguarding boundaries.
 - Support staff wellbeing by using bank staff responsibly.
 - Provide fair and inclusive opportunities for learning and work experience.
 - Ensure that all adults contribute positively to the ethos and smooth running of Young Friends.
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Applicability

- Bank staff
 - Work experience students
 - Volunteers
 - Interns
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Procedures

Safer Recruitment and Checks

- All bank staff, interns and long-term volunteers must complete full safer recruitment checks, including **enhanced DBS clearance**, right-to-work checks, and references.
 - We use **reputable agencies only**, who take full responsibility for ensuring bank staff are DBS checked, reference-checked, qualified and fully compliant.
 - Wherever possible, we use **known faces** to ensure familiarity for children and to reduce anxiety.
 - Bank staff are **never placed with babies**, as familiar adults are essential for the youngest children's security.
 - Bank staff are **only used when absolutely necessary**, e.g. to cover ratios during unexpected staff illness or absence. We do not use them as a routine measure.
 - While parents sometimes feel unsure about bank staff, we reassure them that all temporary staff are carefully vetted, trained and safe — safeguarding is never compromised.
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Induction and Supervision

- **All bank staff, students, interns and volunteers receive an adapted induction** before starting work, tailored to their role.
 - The induction covers: safeguarding, health and safety, communication systems (e.g. radios, trip phones), and our ethos.
 - A **buddy system** is used for students and volunteers to ensure they are supported and monitored.
 - Bank staff are expected to be familiar with our **core policies and ethos** before working in ratio.
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Roles and Limitations

Bank staff, students, interns and volunteers must **never**:

- Be left alone with children.
- Carry out intimate care (toileting, nappy changing, clothing).
- Manage behaviour independently.
- Answer the door or hand children over at collection.
- Use mobile phones or personal devices in child-facing areas.
- Carry children on stairs.

They **may**:

- Support children in activities under supervision.
 - Help with setting up and tidying away.
 - Read stories, play games, or join in routines with staff guidance.
 - Contribute ideas, reflections, and observations when appropriate.
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Inclusion in Team Culture

- Bank staff and volunteers are included in staff meetings and training where relevant.
 - Everyone is expected to uphold our **Code of Conduct** and model positive behaviour towards children and colleagues.
 - All adults are encouraged to take part in our **Social Hub** and contribute to morale, sustainability ideas and community spirit.
 - Any breach of safeguarding or unprofessional behaviour will result in immediate removal from the setting.
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Sickness and Absence

- Bank staff must notify the office mobile if unable to attend.
- Students and volunteers are expected to be reliable and punctual; repeated absence may result in placement being terminated.

Monitoring and Feedback

- Placement feedback is provided regularly to students and interns.
- Bank staff performance is monitored in line with supervision and appraisal procedures.
- Any issues are addressed promptly and constructively.

Parent and Carer Information Summary

At Young Friends, children's safety and wellbeing are always our first priority. On very rare occasions, we may use **bank staff** from reputable agencies to cover ratios — usually only when there are unexpected staff illnesses or absences.

- All bank staff are **fully vetted**, DBS checked, reference-checked and inducted before working with children.
- We use **known faces wherever possible** and never place bank staff with babies, as familiar carers are essential for the youngest children.
- Bank staff are never left alone with children and always work alongside permanent members of our team.
- We use them only when absolutely necessary — not as a routine practice.

Families can be reassured that when bank staff are present, **children remain safe, supported, and cared for by trusted adults at all times.**

Relevant Policies and Documents

- Safeguarding and Child Protection
- Staff Code of Conduct
- Safer Recruitment Policy
- Health and Safety
- Babysitting Policy
- Whistleblowing

Authorisation

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Owner and Director

Young Friends Kindergarten

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