

# **Kidsworld Nursery Staff, Volunteers & Student Placements Policy**

## **1. INTRODUCTION**

Kidsworld Nursery is committed to ensuring that all staff, volunteers, and students working with children provide a safe, nurturing, and high-quality environment.

This policy outlines expectations, safeguarding measures, and professional conduct required for all individuals working within the nursery.

## **2. LEGAL FRAMEWORK**

This policy aligns with:

- The Children Act 1989 & 2004
- Working Together to Safeguard Children 2023
- Early Years Foundation Stage (EYFS) Framework
- Keeping Children Safe in Education (KCSIE) 2024
- The Equality Act 2010

## **3. RECRUITMENT & SELECTION**

- All staff, volunteers, and students undergo a **thorough recruitment process** to ensure suitability for working with children.
- **Enhanced DBS checks** are required before any staff, volunteer, or student commences work.
- References are obtained, and employment history is verified.

## **4. SAFEGUARDING RESPONSIBILITIES**

- All staff, volunteers, and students must follow the **nursery safeguarding policy** to protect children from harm.
- Any concerns regarding child welfare must be reported to the **Designated Safeguarding Lead (DSL)** immediately.
- Volunteers and students **must not** be left alone with children or carry out personal care tasks.

## **5. TRAINING REQUIREMENTS FOR STAFF**

- All staff must complete **mandatory safeguarding, first aid, and EYFS training** before starting work.
- Ongoing professional development is encouraged, and staff are required to update training as necessary.
- Staff must complete additional courses such as **Prevent Duty, Food Hygiene, and Health & Safety training**.

## 6. STUDENT PLACEMENTS & REQUIREMENTS

- Kidsworld Nursery supports \*\*student placements\*\* for those training in early years education.
- Students will work \*\*under supervision\*\* and are required to follow nursery policies.
- Students must complete \*\*an induction program\*\* to understand safeguarding, health & safety, and EYFS expectations.
- We do not provide \*\*references for students unless they have completed a minimum of 3 months\*\* of placement with us.

## 7. CONDUCT & EXPECTATIONS FOR STAFF, VOLUNTEERS, & STUDENTS

- All individuals must act as \*\*positive role models\*\*, demonstrating professionalism and respect.
- Personal mobile phones and recording devices \*\*must not\*\* be used in children's areas.
- Confidentiality must be maintained at all times regarding children and families.

## 8. SUPERVISION & SUPPORT

- Volunteers and students work under the \*\*direct supervision\*\* of experienced staff members.
- Regular supervision meetings ensure staff, volunteers, and students feel supported in their roles.

## 9. HEALTH & SAFETY

- Staff, volunteers, and students must comply with \*\*health and safety regulations\*\* to maintain a secure environment.
- Any accidents or incidents must be reported and recorded in the \*\*nursery incident log\*\*.

## 10. REVIEW & MONITORING

- This policy is reviewed \*\*annually\*\* to ensure compliance with best practices and legal requirements.

For further information, contact:

- \*\*Kidsworld Nursery Management\*\*
- \*\*Stockport Local Authority Safeguarding Team:\*\* 0161 474 5657
- \*\*Ofsted:\*\* 0300 123 1231 | Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Kidsworld Nursery values the contributions of staff, volunteers, and students in creating a safe and enriching environment for all children.