

Volunteers & Visitors Policy

Venture Trails Ltd

Jimmy Grimboll's believes that a placement for a student with us is a valuable opportunity to build experience while learning about working within a childcare setting. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to our Club.

However, at all times the needs of the children are paramount and therefore a Club needs to restrict the number of students and volunteers admitted at any particular time, in order to minimise disruption to the Club's core activities.

The Management Team is responsible for ensuring that all students and volunteers working at the Club are suitable and that they will not detrimentally affect the service provided for children and their parents/carers. The Management Team will have overall responsibility for supervising and supporting students and volunteers while they are at the Club but some of this responsibility will be delegated to other staff. All volunteers, students and visitors will be accompanied and supervised by Club staff at all times.

All students and volunteers must be 18 years old or over, submit two character references, and have up to date CRB checks before they begin their placement at the Club.

The Company will enter into a formal written agreement with students and volunteers at the start of the placement agreeing hours of work, dress code and expected behaviour within the Club. This agreement will also detail what the student or volunteer can expect from the Club. Students and volunteers must read, understand and sign the conditions of work before accepting or making a commitment to voluntary work.

On arrival of the placement, or the week before, an induction pack will be issued to volunteers with vital information on how the club is ran, designated first aiders etc.

Students will be encouraged to discuss their individual learning needs with the Management Team when they start at the Club, and at regular intervals during their placement.

Students required to conduct child studies beyond the Club's normal activities (i.e. conducting a survey or group based activity) as part of their course will need to obtain the appropriate written consent form from the parents / carers of the children concerned.

The Company will ensure that students and volunteers undertake the full induction process given to permanent staff, as set out in the Staffing policy.

New students and volunteers will be allocated to a member of staff who will have day to day responsibility for them and their needs while at the Club.

Students and volunteers will be expected to adopt a professional manner at all times, and work within the Club's existing policies and procedures.

While on the placement, students and volunteers will both be allowed - and expected - to participate in all aspects of work at the Club, unless otherwise instructed by the Management Team. Students and volunteers will attend staff meetings and be encouraged to contribute ideas and share opinions.

Regular supervision and appraisal sessions with the Supervisor will be established as a means of monitoring progress.

When working in partnership with the University of Central Lancashire, the students carrying out the work experience placement with Jimmy Grimboll's, will carry a flexible and valid CRB.

Students and volunteers should not be included in the staff to children ratio.