



## **Supervision of Students and Volunteers Policy**

It is the policy of Knockbreda Nursery School to welcome and accept students and volunteers, on successful completion of an enhanced disclosure check, in line with the requirements of the Department of Education's Disclosure and Barring Arrangements (Circular 2012/19).

Students will be accepted in the following order of priority :-

- Students from Teacher Training Colleges
- NNEB/NVQIII/BTEC students
- NVQII students
- Students on work experience courses from statutory and non-statutory agencies.
- Pupils from secondary schools involved with childcare related courses.

The number of students or volunteers will be limited so that the staff may meet the students' needs satisfactorily without over-stretching the school's resources. All students will complete basic induction training led by the Student Liaison Teacher and will receive a copy of the school's Student Handbook. Whilst on placement at Knockbreda Nursery School, students will meet regularly with the Student Liaison Teacher to review and evaluate performance.

Interaction between tutors/teachers and Knockbreda Nursery School staff will be established prior to and during the student's placement, to the mutual benefit of both the student and the staff.

This will be done in the following ways:-

- Tutors/teachers will be invited to visit the school prior to and during placements to discuss placement arrangements with the Student Liaison Teacher.
- The Student Liaison Teacher/or the tutor informs the student of the principles of Nursery education.
- The Student Liaison Teacher and/or the tutor explains good nursery practices.
- The tutor meets with the Student Liaison Teacher and together they prepare a report on the progress of the students.
- The tutor gives clear instructions to the students and sets relevant assignments as previously agreed.

If appropriate, students and volunteers will be offered a placement for the duration of the full academic year (ie. until 30 June). All students and volunteers are expected to attend for placement punctually, dress professionally, use time efficiently, behave courteously and act as a role-model for the children at all times. Students on childcare placements will be mentored by the associated Nursery Assistant for the class in which they are placed and students on teaching placement will be mentored by the Student Liaison Teacher. The appropriate mentor should be the first source of support and guidance throughout the placement.

### **Monitoring and evaluation**

This policy will be reviewed and monitored in line with the school's policy review schedule.