

# Polasaithe

## Naíonra Céimeanna Beaga

Polasaí 60 : Student & Volenteers



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Owner	Naíonra Céimeanna Beaga
Validity and document management	<p>This document is valid from Dec 2020.</p> <p>The owner of this document is the Owner / Manager, who must check and, if necessary, update the document at least once a year.</p> <p>This policy was adopted by Naíonra Céimeanna Beaga on 1 Dec 2020.</p> <p>Signed by: <b>Katie Uí Chaoimh</b>;</p> <p>Príomh Stiúthóir on behalf of Naíonra Céimeanna Beaga</p>

## STUDENTS AND VOLUNTEERS

<b>Document Title:</b>	<b>Student &amp; Volenteers</b>
<b>Document Author:</b>	<b>Naíonra Céimeanna Beaga,</b>
<b>Document approved:</b>	<b>Katie Uí Chaoimh</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Katie Uí Chaoimh</b>
<b>Person responsible for approving Policy</b>	<b>Katie Uí Chaoimh</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Staff are given a link to the policies published on the Service's website</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Parents are given a link to the policies published on the Service's website</b>
<b>Date the Document is Effective From:</b>	<b>Dec 2020</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

### **Policy:**

- All volunteers and students will be over the age of sixteen with the exception of transition year students.

- Validated References and Garda Vetting will be obtained for all students by the Service.
- The duration and timing of placement will be agreed in advance of the placement with management.
- Students/volunteers will be required to read all policies and procedures of the service as part of their induction.
- Students/volunteers will be required to 'sign-off' that they had read and understood the policies and procedures of the service.
- Students/volunteers will not work unsupervised with either individuals or groups of children.
- Management will be responsible for students.
- Students/volunteers should have a clearly defined role, i.e. duties and responsibilities of the student. Students/volunteers should have a clearly defined role and will sign a declaration. (Student Agreement Form Volunteer Agreement Form).
- Students/volunteers will not deal with parents/guardians.
- The Service is aware of their responsibility to provide a 'real and rich' learning environment for the student.

**Prior to Placement of Students:**

- The Service will ensure that there are appropriate links with colleges.
- Colleges should, in writing, introduce the student, giving the service a profile of the student, highlighting any additional needs and an outline of the course content.
- All students must attend an interview with the person in charge and the placement supervisor from school or college as well.
- The Service will ensure that they receive confirmation (copy of insurance certificate) from the college confirming that students are insured by the college while on placement.
- All students must attend an induction programme to enable them to develop an awareness of the Service.
- A file will be maintained on all students containing such information pertaining to the college placement, college, tutor etc.

### **During Placement:**

- Management are responsible for assessing the training needs of students on placement and ensuring that they are given the opportunities to build on existing skills and to develop new skills.
- Management will monitor the student's progress and liaise with the student's assessor at regular intervals throughout the period of the placement.
- Students must adhere to the Service's policies and procedures.
- Students who are required to conduct child studies or work with children must obtain written permission from the parents/guardians of that child. Parents/guardians will have access to any written study. Students will consult with the Management on all written records.

### **While on placement the Service will support students by:**

- Providing ongoing support to make the placement as useful and beneficial as possible for students.
- Providing the information and support necessary for students to carry out any written assignments and prepare for assessment visits by the placement supervisor.

### **Dress Code:**

- Dress must be neat, clean and tidy. It must be non-revealing and appropriate for the Naíonra setting.
- Hair should be clean, washed, neat and tied back at all times.
- Nails should be short and clean at all times.
- Comfortable shoes should be worn at all times. High-heels, toe-less sandals (flip flops) or backless shoes should be avoided in light of the dangers these can present to staff and children.
- Chewing gum is not permitted.
- Students/volunteers may be requested to wear attire displaying our logo, for instance when they are on outings on behalf of the service.

## **Confidentiality:**

Working as a student/volunteer within the Service may on occasion give rise to students being aware of confidential information in relation to children and families attending the Service.

- Students/Volunteers **must not** disclose or permit to be disclosed any information which concerns any child/children and/or families to any other person or agency/organisation unless they are required to do so in the context of child protection procedures or as required under legislation.
- Students/Volunteers should not share any information about other students or staff colleagues with a third party.
- Students/Volunteers will be advised as to the setting of boundaries between the working relationship and friendship with parents/guardians. Parents/guardians must not be engaged in conversations of a personal nature. Conversations should be restricted to greetings. Parents/guardians requesting information from students should be directed to the senior staff member in the room. If parents/guardians have an issue/complaint they should be referred immediately to Management.
- Students/Volunteers may not use social networking sites to befriend parents/guardians whose children attend the Service or to exchange any information about the service or children attending the Service.

## **Volunteers:**

- The hours that volunteers work will be arranged according to the hours the volunteer is available and the needs of the Service in consultation with Management. There will be no minimum or maximum hours or any guarantee of voluntary work.
- Working as a Volunteer in the Service does not preclude a volunteer ~~you~~ from employment elsewhere.
- All voluntary work is unpaid. Volunteers may be reimbursed for agreed expenses in consultation with Management.

- Volunteers should be present in the Service and ready to commence their voluntary work at the arranged and agreed times. Volunteers unable to attend at the arranged and agreed times should inform Management by telephone as soon as possible in advance.