

Health and Safety **Students (under 18) and/or Volunteers**

**Unique
Child**

**Positive
Relationships**

**Enabling
Environment**

**Learning
Development**

**1.1 Keeping
Safe**

**3.3 The Learning
Environment
3.4 The Wider
Context**

On occasion, Haddenham Puddleducks has student placements and/or volunteers from the community who attend a number of sessions. In this case, the person(s) will not be permitted to carry out various duties/activities which will instead need to be carried out by the staff:

- *It is the responsibility of the staff to carry out the risk assessments and safety checks of the premises indoors and outdoors.*
- *Any required First Aid will be carried out by the staff.*
- *Any fire drills will be carried out by the designated Fire Safety Officer.*
- *Heavy equipment will not be lifted by a minor (under 18).*
- *The children will not be left in the sole care of a student/volunteer.*
- *All person(s) will need to sign in and out of the building.*
- *Volunteers/students will receive 'induction' training which includes briefings regarding procedures, policies, health and safety and the day-to-day running of a session.*
- *Students will have guidance and be mentored by the staff during their time at Haddenham Puddleducks.*
- *Haddenham Puddleducks reserves the right to refuse a student/volunteer from attending if the staff determine they are unfit to supervise children.*

This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by