

# STUDENTS POLICY

At Spring Nursery we are committed to sharing good practice with those wishing to pursue a career in childcare. Therefore, students will be welcomed to join our staff team and gain work experience within our nursery. We welcome the chance to encourage training. We will accept three student(s) at a time as more students than this places undue pressure on staff. We do, however, accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

Students are expected to be associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. Placements will be offered after discussions with the appropriate tutors and close links have been established with the college or school.

Students will visit the nursery for an interview, followed by their student induction and nursery tour. At this time students will have the opportunity to read and discuss relevant health and safety policies and sign their contract in readiness for their first day:

- All students will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins
- Students will be supervised at all times by a member of staff assigned to them and will not be left alone with the children. They will not change nappies but are allowed to observe.
- Students will be supported to understand nursery policies
- We require students to keep to our confidentiality policy
- It is expected that during the student's placement, their tutor will visit the nursery or have verbal communication with the staff to receive feedback about the student's progress
- Students will be offered support and guidance throughout their placement and given constructive honest feedback in respect of their performance. Staff will respect individual students' needs and abilities
- An accurate evaluation of ability and performance for both students and training providers will be provided and the nursery will support students who are experiencing difficulties with action plans if needed
- To maintain parent partnerships, parents will be informed when students are present in the nursery e.g via the parent noticeboard. Wherever possible this will be accompanied by a recent photograph of the student.
- All students on placement must adhere to the same codes of conduct as permanent staff and this also applies to time-keeping and dress codes.
- All students are encouraged to contribute fully to the nursery routine and to spend some time in every area.

DATE:	REVIEW/READ BY:	SIGNATURE:
16/11/19	S NURUL H B S SAID	