

## **Student Placements**

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

We recognise that the quality and variety of work that goes on in a Nursery makes it an ideal place for students on placement from Early Years training and other childcare qualifications.

During the first session of their placement, students will be given a short induction on how the Nursery is managed and how the sessions are organised. They will also be shown around the Nursery and introduced to staff. An Induction Pack and Registration Form will be provided for them to complete. The Induction Pack contains basic information about the setting, and it is expected that students familiarise themselves with our policy documents. Copies of these documents are available on request.

Students will be expected to get involved within the Nursery and use their initiative when working with the children. The staff will offer guidance and encouragement, ensuring our ethos is adhered to.

Students on paid apprenticeships will be viewed as staff and must abide by the staff policies at all times.

Students will start on a three-month probationary period. After those three months, the Nursery Manager will decide if the student is suitable for the room/ setting. It may be necessary to move the student to a different room or setting. The Manager will consult with the training provider and the student to ensure the placement suits everyone. Should a student prove unsuitable to the Nursery or should the student wish to train at another Nursery, the Manager will liaise with the relevant training provider to arrange alternative placement.

In co-operation with educational providers, we welcome students into the Nursery on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers that hinder the essential work of the Nursery.
- Students must be engaged in Early Years training that provides necessary background understanding of children's development and childhood theories.
- Students required to conduct child studies will obtain written permission from the parents of the child, with the assistance from the Supervisor. The Nursery welcomes visits from tutors to discuss students on placement.
- Students will be supervised by a member of staff. Children's intimate care will not be expected; however, they may assist children in toileting if they hold a current Disclosure and Barring Service (DBS) certificate.
- Students under the age of 17 do not count towards the child: adult ratio and will be supervised at all times.
- Individuals aged 17 and over who are on a long-term placement may be included in the child: adult ratios if the Manager is satisfied they are competent and responsible.
- Mobile phones may only be used during lunch times and must be signed in and out of the office. Under no circumstances are mobile phones, or other recording equipment, to be used within the nursery.

## *Merry-go-Round Day Nursery Policy*

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- Any information gained by the students about the children, families or other adults in the Nursery must remain confidential.
- Unless registered with the Disclosure and Barring Service, students will have restricted access to children.
- Students should pass any disclosed information onto the Supervisor and not directly to parents/carers.
- Students will not hand over children to parents/carers.
- 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 each area.
- All documentation requiring Supervisor signature/attention will be addressed at the end of the day. The Supervisor will advise at her/his convenience.
- All students are provided with an induction pack, which is signed to ensure they have read and understood the documentation.

**Adoption Date: 1<sup>st</sup> September 2020.**

**Signed:**

*Nm Orel*

### **Annual Review**

Reviewed 1<sup>st</sup> September 2021

Reviewed 1<sup>st</sup> September 2022

Reviewed 1<sup>st</sup> September 2023

Next review 1<sup>st</sup> September 2024