

## **The Enchanted Wood Day Nursery Ltd: Suitable People**

### **Student placements**

#### **Policy statement**

The Enchanted Wood Day Nursery Ltd recognises that qualifications and training make an important contribution to the quality of the care and education we provide. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide for students on placement with us, experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

#### **Procedures**

- We require students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list(s) checks.
- We require students in our nursery to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require schools, colleges or universities placing students under the age of 17 years with the nursery to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our nursery on a short-term basis are not counted in our staffing ratios.
- Students and apprentices, over the age of 17, who are undertaking a level 3 qualification may be counted in ratios if the Management Team deems them to be suitably competent, experienced and responsible.
- We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.
- We require students to keep to our Confidentiality and Client Access to Records Policy.

- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how the Nursery is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the nursery.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.
- Students sign in and out in the student logbook and hand over their mobile phone to a senior member of team where it is stored in the office area.
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*What is the induction procedure for students?*

Where possible, the Room Leader of the student's room should be their mentor. Students must be shown around the nursery in the same way a new staff member would be.

Students must:

- Be inducted into Policies in the same way as a new employee.
- Understand student placement expectations.

The following procedures must be explained to students and unqualified staff. They must not:

- Administer medicine or first-aid.
- Be alone with a group or individual child.
- Take part in any personal care routines for children, such as changing clothes, nappies, etc.
- Open the entrance door or handover children.
- Be responsible for managing children who have dietary requirements or allergies.
- Use mobile phones whilst working.
- Use the Nursery cameras or ipads.