



## Little Swans Day Nursery Student Placement Policy

**Reviewed by:** Elaine Boulton  
**Reviewed:** September 2021

EYFS: 3.20, 3.29

At **Little Swans Day Nursery** we are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our nursery. 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.

We will only offer placements to students who are associated with a recognised child-related course as part of their further education with an educational establishment such as a college or sixth form. We offer placements only after discussions with the appropriate tutors to obtain relevant information on the suitability of potential students. We work closely with establishments to form close links and working partnerships to support placements in the setting and to share practices expected at the nursery when students obtain a placement.

We expect all students to visit the nursery for an interview, followed by their student induction and a nursery tour. At this time, students will have the opportunity to read and discuss relevant health and safety policies, receive a copy of the Student induction and sign their inductions in readiness for their first day.

Our policy for those on placements is as follows:

- All students will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins
- All students are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the nursery. The designated student placement coordinator is **Atikha Khan, Senior Supervisor**
- Students will be supervised at all times by a qualified member of staff from their assigned area and will not be left alone with the children.
- Students will not carry out self – care routines such as toileting, nappy changing and changing children’s clothes
- Students will be supported to understand nursery policies and procedures
- 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 Student Co-ordinator 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 including time-keeping and dress codes
- All students are encouraged to contribute fully to the nursery routine and to spend some time in every area.
- Students will not be left unsupervised at any time during their placement. Students must wear a yellow or green tabard so parents and staff are aware of their purpose / role at the nursery.

In some cases, we may include students on long term placements (aged 17 and over) in our staff: child ratios. This will be the discretion of the nursery manager, Samantha Tranter and Assistant Nursery Manager, Rose Boulton (currently on maternity leave until April 2022) and will only occur when the manager is satisfied the student/apprentice is competent and responsible.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>September 2021</i>	<i>E. Boulton</i>	<i>September 2022</i>