



EYFS – The Safeguarding and Welfare Requirements

3.29

Suitable People

3b.4 Student Placements

Policy Statement

- Auden Place Community Nursery recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years 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 have a dedicated Student Support Workers to work with students on placement and deal with paperwork, meet with tutors.
- Our dedicated Student Support Worker is **Charly Read** and she is supported by a member of staff in each room to ensure all students will have someone to guide them day to day.
- The student visits the nursery prior to the date of placement to meet the Manager/Student Support Worker to ensure that they are able to fit in with our schedule.
- Students will be given a student pack and also undergo a Health and Safety tour on this initial visit. The student pack will consist of the nursery's requirements of the student, the nursery's commitment towards the student and the following policies, Health & Safety, Equal Opportunities, Confidentiality, Achieving Positive Behaviour, Student Placements and Child Protection.
- The needs and rights of the children are paramount.
- We must receive paper work from the school/college before meeting the students to confirm whom it is we are meeting.
- If students are required to conduct child studies, written permission must be obtained from the parents prior to the start of the assignment.
- Students will be required to spend time in all rooms as requested by Management, unless they are placed for a particular age group.
- Students will have restricted access to the children's information records.
- Any information gained by the students about the children, families or other staff in the nursery must remain confidential at all times. Any breach of confidentiality will result in the termination of their placement at Auden Place Community Nursery, and will be immediately reported to their school/college tutor.
- Students are not permitted to be left alone with any child and will only change nappies when supervised by a permanent member of staff. The student must never put him/herself into this position by taking a child off to the toilet or anywhere else on they're own.



- All students on placement must adhere to the same code of conduct as permanent members of staff. This includes time-keeping, dress code, no mobile phones on their person during working hours and no chewing gum.
- Students will be asked to take part in all nursery activities such as outings, mealtimes etc. They will also sometimes be required to carry out the housekeeping tasks such as preparing for and clearing up after mealtimes.
- Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We communicate a positive message to students about the value of qualifications and training