

## Student Placement

2021/2022

## Employment

### Policy Statement

At Ladybirds Nursery we recognise that qualifications and training make an important contribution to the quality and care and education provided by our nursery. As part of our commitment to quality, we offer placements to students undertaking Early Years qualification and training. We also offer placements for 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 and work experience courses to meet the requirements of their college. They have a DBS check carried out before they commence their work experience.
- ❑ We require schools placing students under the age of 17 years to vouch for their good character.
- ❑ No student without an enhanced DBS check will have any unsupervised contact with the children
- ❑ We take out employer's 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 provide students, at the first session of their placement, with an induction on how our nursery is managed, how our sessions are organised and our policies and procedures are implemented.
- ❑ Students are expected to complete a 'Suitability Declaration Form' to state that they are suitable to work with children.
- ❑ If students feel unwell with any Covid symptoms, we ask that they take a lateral flow test (we have some at nursery) and if the result is positive we ask they remain at home until they feel well.
  
- ❑ The induction process includes:
  - ❑ Fire Exits
  - ❑ Answering the door
  - ❑ Health and Safety
  - ❑ Feeling unwell
  - ❑ First aid
  - ❑ Bullying
  - ❑ Mobile Phones
  - ❑ Cameras
  - ❑ Lunch breaks
  - ❑ Medication
  - ❑ Safeguarding
  - ❑ This list is not exhaustive...
- ❑ We communicate a positive message to students about the value of

their qualifications and training.

- ❑ 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.
- ❑ We understand the need for work experience, and will help students understand the role of the childcare practitioner.
- ❑ The training provider will be immediately informed of any malpractice and the student will be asked to leave immediately.
- ❑ Students are required to sign a student suitability form in which they are confirming that they are suitable to work with children at the commencement of their placement.
- ❑ Staff take into consideration the 'Prevent Duty Policy' and are aware that they need to report any suspicious behaviour of any student.

Issue Date January 2016

Review Date January 2017

Date Reviewed July 2016

Date to be reviewed July 2017 (Policy Suspended)

The policy will be reviewed sooner than the review date should any new information be obtained.

Policy Updated September 2021 and re-instated

Date to be Reviewed September 2022

Date Reviewed December 2021

Date to be Reviewed December 2022

Date Reviewed March 2022

Date to be Reviewed March 2023

## Date Reviewed

This information will be updated sooner than the policy renew date should any new information become available.