

We aim to provide a leading example of Early years practice to enable students & volunteers to become effective reflective practitioners.

- All students will complete an application form & self-declaration form. If the students are shortlisted, they will be invited for an interview. If the student is successful - an induction, and a short task on "Being a positive role model" will all be completed before the start date of the placement if possible.
- Students will not be able to start their placement until references are received in writing.
- 2 x identification & 1 x confirmation of address will be required.
- A DBS certificate will be required from the Further Education settings.
- All work experience students from High schools will be given fair consideration but no more than two students will be given a placement at any one time, unless special circumstances are discussed with the management.
- Only one student from Further Education will be accepted at any one time and only if they are from a local college/school and are accessing a childcare related course.
- Further Education students will be expected to attend a minimum of 7 hours contact time and will have a 1 hour lunch break.
- Students will need to declare any kind of attachment to any family attending the setting and this will be taken into consideration before the interview takes place.
- Students who have additional needs will be given fair consideration, if necessary a decision may be made to allocate a parent/carer to accompany the student.
- Short term students/volunteers will never be left unsupervised and will never be left alone with a child.
- Permanent unqualified students/volunteers will only be included in our ratios whilst being supervised by a qualified member of staff.
- All students/volunteers will sign a confidentiality agreement which will be stored at nursery.
- All students will be expected to share their theory work with the manager or assigned supervisor & produce an attendance record.
- If a student/volunteer is unsuitable whilst on placement or does not consistently attend, a meeting will be held with the student and the management team. The course tutor/teacher will be informed and this could result in terminating the placement.
- Students/volunteers will be given the opportunity to experience a wide range of duties, activities & will be given a broad insight into becoming a nursery practitioner.
- Students/ volunteers will be given the chance to plan & complete activities, assess & observe children.
- Opportunities will be given to students to complete their own college/school placement requirements.
- All students including school students will be expected to communicate independently and not through their parents/carers/teachers.

All permanent students/volunteers will be given the same opportunities as employed staff and be included as part of the staff team.

Reviewed June 25 K.Addyman

Review June 26