



Student Placement Policy

Statement of Intent

This setting 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. These include a range of qualifications extending to teacher degree and PGCE level.

Aim

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.

Methods

- We require schools placing students under the age of 17 years with the setting 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 who are placed in our setting on a short term basis are not counted in our staffing ratios;
- We require students to keep to our confidentiality policy;
- We co-operate with students' tutors in order to help students to fulfill the requirements of their course of study;
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organized 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 setting;

- 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.

Safeguarding

Students who are still at school and come on a placement for work experience are not required to have a DBS check. They read the safeguarding policy as part of their induction. They are supervised at all times by a member of staff and are never left alone with a child or children. College and university students have a DBS check carried out by their institution, and we are informed that they have received satisfactory clearance. These students are also not left alone with children.

Student guidelines

Please contact the nursery if you are unable to attend when we are expecting you

Tel 01536 514240

Email head@ronaldtree-nur.northnats-ecl.gov.uk

Role of students

We ask students to remember that they are in a nursery as adults, and therefore should provide an appropriate role model for the children at all times. Our biggest responsibility is to the children and it is important that their needs are met to the best of our ability.

In the nursery we work very closely as a team. As a student we are pleased to include you as part of that team; this means sharing work with the staff, and asking for help or advice where necessary. If you are uncertain about anything, **please ask!** Any member of staff will be pleased to help, although Mrs Jackie Wilson has overall responsibility for students from University of Northampton and Mrs Christine Whitney covers child care students and work experience. When writing up observations we ask that you do not use the child's name, but use a fictional one instead. Please remember at all times to **maintain confidentiality**; you may overhear things about children regarding their learning or their home background, but these should not be repeated outside of nursery. You are in a privileged position and we expect a professional manner at all times.

Dress code

Please wear clothing which is appropriate for working with young children; you may be crawling about the floor or get covered in paint or glue! We ask that you do not wear jeans.

Domestic duties

During the nursery day there are numerous domestic duties that need to be performed, these may include washing up, cleaning the toilets and hand basins, mopping the floor, sweeping up sand, generally tidying and preparing for the session. These duties vary and you will be required to contribute as necessary. We do not ask students to undertake any tasks which staff themselves do not perform.

First Aid

Most staff are qualified first aiders, and staff should be consulted in the case of an accident, however small. There is a first aid cupboard in the red cloakroom and the kitchen. All accidents are recorded in the accident book. For reasons of personal safety students are not permitted to change children who are wet; this should always be done by a member of staff.

Fire Drills

If you hear the fire alarm, please follow staff instructions and leave the building as quickly and safely as possible with the children. Fire directions are displayed around the nursery. The assembly point is outside the Crescents Centre by the large green doors.

Discipline

It is obviously important within a nursery to maintain discipline and to promote good relationships between children. A sensitive approach is often needed; children are often capable of sorting out minor disputes for themselves. However if you see a child in danger of hurting themselves or others, immediate action is obviously needed.

Please remember that you should not **manhandle** a child at any time or encourage them to sit on your lap.

Timekeeping

Please be prompt in arriving at nursery. You should arrive by 8.30 to help set up the nursery. At lunchtime you will be free between 11.40 and 12.30. You may bring sandwiches or go home for lunch. At the end of the day you will

be required to help tidy up, sort resources for the following day etc, as requested by staff, or as necessary for your own course requirements.

Reviewed September 2017

Appendix: Jobs for students and helpers

Nothing to do?

Here are some jobs which may need doing

- Put children's (dry) paintings into their folders (paintings are on the dryer or may be stacked under the folder boxes)
- Clean the painting easels
- Wash paint brushes and lids of paint pots
- Wash boards and tools used with playdough
- Load or unload dishwasher
- Put clean adult cups in the cupboard in the staff room
- Sharpen the pencils on the drawing table
- Check felt pens work and have lids
- Sweep up sand in the undercover area
- Tidy the home corner
- Hang up clothes on the dressing up trolley
- Bring in outside play equipment at the end of the day
- Tidy toys in play rooms
- Make book corner tidy
- Help staff with any equipment