



Student guidelines

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

Tel 01536 514240 or Deb's mobile 0787 2634269

Email head@ronaldtree-nur.northants-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 you will have your own mentor who is there to support you throughout. 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.

It is your responsibility to share any expectations from college or university with your mentor. They will support you to complete any tasks if you keep them informed.

Safeguarding

Should you see anything that concerns you about a child or family member or member of staff, please speak to one of our safeguarding leads: Deb Thwaites, Chris Whitney or Jill Cadman. They will support you follow our safeguarding procedures.

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 8.15 to help set up the nursery. At lunchtime you will be free between 11.45 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 April 2021
Deb Thwaites
Headteacher