



Abbey Wood Grange Day Nursery

Student Placement Policy

We recognise that the quality and variety of work which goes on at Abbey Wood Grange makes it an ideal place for students on placement from school and college childcare courses.

We aim to provide for students on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

The nursery is committed to sharing good practice with those wishing to pursue a career in childcare. Therefore, students will be welcomed to join our staff team and gain work experience within our nursery. We welcome the chance to encourage training. We accept student placements and recognise this as an opportunity to examine and revise our own practice.

Students are welcomed into the Nursery on the following terms:

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the Nursery.
- Students must attend an interview prior to commencing their placement and their tutors are requested to visit them at the setting before their placement ends.
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course which provides necessary background understanding of children's development and activities, or on work experience from school.
- Students who are required to conduct child studies must obtain written permission from the parents first.
- Any information gained by the students about the children, families and other adults in the Nursery must remain confidential.
- All students are given guidance from their work place supervisors.
- Students will be asked to read all nursery policies that relate to their placement during their student induction
- We require students to keep to our confidentiality policy
- It is expected that during the student's placement, their tutor will visit the nursery or have verbal communication with the Student Co-ordinator to receive feedback about the student's progress
- Students will be offered support and guidance throughout their placement and offered constructive honest feedback in respect of their performance. Staff will respect individual students' needs and abilities and will aid their development
- An accurate evaluation of ability and performance for both students and training providers will be provided and the nursery will support students who are experiencing difficulties with action plans if needed
- To maintain parent partnerships, parents will be informed of when students are present in the nursery
- Students are never left alone with any children or counted in staff ratios.
- Students must not carry out unsupervised activities with the children.
- Students must call the nursery if they cannot attend their placement by 9am.
- Students must let the supervisor in charge know if they are leaving the building during lunch breaks.
- Students must not feed or change the babies unsupervised, and/or without the management's permission.
- Students must NOT open the front door to parents or any other visitors, even if known to them.

- 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 nursery is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.

Internal use only

Last updated/reviewed	Signed on behalf of the nursery	Date disseminated to staff
<i>October 2014</i>		