

**ABC NURSERY POLICIES AND PROCEDURES**

**POLICY 21: Student Placements**

21.1 ABC Nurseries encourage students to attend from the following:

- Employment trainees from training organisations.
- Students on child care courses from colleges.
- Work experience pupils from schools.

21.2 These above are welcomed into the nursery on the following conditions.

21.2.1 The needs of the children are paramount. Students will not be admitted in numbers, which hinder the effective running of the nursery and impact on the quality of care for the children.

21.2.2 If students are required to conduct child studies they will obtain written permission from the parents of the child to be studied.

21.2.3 Any information gained by the students about the children, families or other adults in the nursery must remain confidential.

21.3 Students are not allowed to be left on their own with children. They will not be allowed to take children unaccompanied to the toilet.

21.4 It is expected that students are following a course, which provides the necessary background and understanding of children's development and activities to enable them to interact appropriately with children.

21.5 If the nursery has any concerns regarding a student's inappropriate manner with children or staff, then the college / school / training agency will be contacted immediately.

21.6 The nursery will give students and adequate induction interview where they will be informed of issues relating to confidentiality, smoking, dress code and health and safety in particular.

21.7 The nursery has an induction interview process that we will adhere to with each student. Paperwork pertaining to this will be completed accordingly.

21.8 We will designate a member of staff to be a mentor for students and they will provide rotas, responsibilities and guide students on a day-to-day basis.