



Tilbury Nursery,
Potters Bar United Reformed Church,
Darkes Lane, Potters Bar,
Hertfordshire EN6 1BZ.

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Manager: Mrs Daniela Drozd
Nursery Mobile: 07854 843125

Student placements

Policy statement

Our nursery recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years providers. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

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.

Procedures

- We require students on qualification courses to meet the 'suitable people' requirements of Ofsted and have DBS checks carried out by the referring College of Education.
- We require students in our nursery to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character, in writing signed and dated.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our nursery on a short term basis are not counted in our staffing ratios.
- Students and apprentices, over the age of 17, who are undertaking a level 3 qualification may be counted in the ratios if the Manager deems them to be suitably qualified and experienced.

- Trainee staff employed by the nursery and students over the age of 17 may be included in the ratios if they are deemed competent and responsible.
- The church has employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfil 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 allocate a named member of staff to oversee the student's placement. This is the deputy.
- 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 nursery.
- 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.

This policy was adopted at a Management Committee meeting of Tilbury Nursery
held on _____

Date to be reviewed _____

Signed on behalf of the Management
Committee _____

Name of signatory _____

Role of signatory _____

Chair of Nursery Committee