51. Students Policy

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| EYFS: 3.20, 3.29 |

At Guildford Montessori Nursery School, The Spike and Guildford Montessori Nursery School, All Saints we are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our nursery school. We will accept onestudent at a time as more students than this places undue pressure on staff.

We will only offer placements to students who are associated with a recognised child-related course. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college, training provider or school.

We expect all students to visit the nursery school for an interview, followed by their student induction and nursery school tour. At this time, students will have the opportunity to read and discuss the nursery school policies, and sign their contract in readiness for their first day.

Our policy for those on placements is as follows:

* All students will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins
* All students are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the nursery school
* Students will be supervised at all times by the member of staff assigned to them and will not be left alone with the children. They will only change nappies under supervision
* Students will be supported to understand nursery school policies and procedures
* We require students to keep to our confidentiality policy
* It is expected that during the student’s placement, their tutor will visit the nursery school 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 given constructive, honest feedback in respect of their performance. Staff will respect individual students’ needs and abilities
* 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 when students are present in the nursery school e.g. via the parent noticeboard. All students on placement must adhere to the same codes of conduct as permanent staff including time-keeping and dress codes
* All students are encouraged to contribute fully to the nursery school routine and to spend some time in every area.

In some cases, we may include students on long term placements (aged 17 and over) in our staff: child ratios. This will be the discretion of the manager and only will occur when the manager is satisfied the student is competent and responsible.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *9th September 2019* |  | *August 2020* |