



## **Student placements**

This setting recognises that qualifications and training make an important contribution to the quality of the care and education provided by early year's settings. As part of our commitment to quality, we offer placements to students undertaking early year's 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 person' requirements of Ofsted and have DBS checks carried out.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- 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 setting on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting may be included in the ratios if they are deemed competent.
- We take out 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 setting is managed, how our sessions are organised and our policies and procedures.
- A job description is included in the handbook to guide the students.
- 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 setting.
- 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.



**JOB TITLE: TRAINING STUDENT**

**REQUIREMENTS:**

**Purpose of the job:** students are line managed by the manager of the Nursery. They will assist in providing a safe, caring and professional environment for the children.

**MAIN DUTIES**

- To strictly adhere to the agreed nursery discipline procedures
- To ensure that the environment is clean and hygiene practices up kept
- To prepare foods and serve where appropriate, ensuring environmental standards are kept to a high standard.
- To help set up the rooms for the daily activities and to help tidy away at the end of the day
- To help promote a teamwork environment in conjunction with other staff and students
- To maintain confidentiality at all times regarding information about children, their families or other staff, which is acquired as part of the job
- To ensure that your line manager is aware of any incidents affecting the welfare of the children in your care.
- To help maintain the building in a safe and clean condition ensuring all faults are reported through the appropriate channels
- To attend meetings with other staff or parents as required, even when outside normal working hours
- To attend further training as is reasonably requested
- To be committed to developing and maintaining a multi cultural, anti racist, non sexist environment, respecting the children's individual difference
- To adhere to the dress code of the nursery
- To undertake any other reasonable duties as directed by the manager, in accordance with the nurseries business plan/objectives

NB. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders that have been made against them.