## **STUDENT & APPRENTICES POLICY**

At Amberley Nursery 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. We accept 2 students at a time as more students than this places undue pressure on staff. We will only offer placements to students or apprentices who associated with a recognised child-related course, or pupils from local secondary schools on work experience. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college , training providers or school .We expect all students to attend an induction and nursery tour. At the induction students will be given the nursery Policies to read and relevant health and safety information will be discussed with them. People applying for an apprenticeship will go through the same vetting process as all our staff, they will be invited for an interview and a trail day, and will need to provide 2 references. The successful applicant then attends an induction covering all nursery policies.

All students on placement must agree to abide by the following:

* All students & apprentices will have an enhanced Disclosure and Barring service(DBS)
* All students & apprentices are assigned to a senior member of staff who will supervise their work and explain nursery procedures to them.
* Students will be supervised at all times and will not be left alone with the children. They will only change nappies under supervision.
* Students & apprentices will be supported to understand nursery policies and procedures.
* We require students/apprentices 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 management to receive feedback about the student progress.
* Student & apprentices will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance. Staff will respect individual student’s needs and abilities.
* All apprentices & students on placement must adhere to the same codes of conduct as permanent staff including time-keeping and dress codes
* All apprentices are encouraged to contribute fully to the nursery routine and to spend some time in every area.
* In some cases we may include students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 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/apprentice is competent and responsible.
* Students are to refrain from picking up the children and will not carry them around the setting.

**Volunteers**

* Volunteers who are attending nursery regularly are required to have a DBS check and provide two references.
* Volunteers will be offered training in the same manner as paid staff, aiming to complete a minimum of four per year.

Policy revised December 2018 Lisa Gray