



# Student Placement Policy Little Stars Day Nursery

## Change Control

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<b>New or Replacement:</b>	New
<b>Approved by:</b>	Senior Management Team
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## Revision History

<b>Version</b>	<b>Type</b>	<b>Date</b>	<b>History</b>
V1	New	October 2012	New
		October 2013	Reviewed
		November 2014	Reviewed
		March 2015	Reviewed
		March 2016	Reviewed
V2		July 2017	Updated
		July 2018	Reviewed
		June 2019	Reviewed
		October 2020	Reviewed
		October 2022	Reviewed

## Student Placement Policy.

- Little Stars Day Nursery recognises that the quality and variety of work which takes place in a childcare setting makes it an ideal place for students to gain work experience or training.
- We aim to provide an environment in which students on placement will, under the guidance of a skilled staff team, experience examples of quality practice.
- Students under the age of 17 will not be counted in ratios and will be supervised at all times.
- Students aged 17 and over who are undertaking a long term placement, may be included in ratios only when we are satisfied that they are competent enough to be unsupervised. All students should be CRB checked through the Institute before commencing placement.
- We recognise that the needs of the children are paramount and students will not be included into ratio numbers if that hinders the essential work of the provision, however if we feel that a student is a competent worker we will count them in our ratio's but they will still remain supervised at all times.
- We will ensure that students are confirmed by their tutor as being engaged in a childcare course which provides necessary background understanding of children's development and activities.
- We will provide the student with full information about the role and responsibilities within the setting during their time with us.
- We will ensure students are known and introduced to parents / carers.
- We will provide a student induction.
- We will provide the student with a staff mentor.
- We will ensure all students are supervised when required.
- We will ensure that students who are required to conduct child studies obtain written permission from the parents of the child to be studied.
- We will ensure that any information gained by the students about the children, families or other adults in the provision remains confidential.

- We will provide a termly and final review of a student placement between the staff mentor, manager of the setting, student and student tutor to ensure all needs are being or have been met.
- We will liaise regularly with the students school/college and provide feedback on the placement.