

Students NMS 13.8 and 15.11

We are committed to sharing good practice with those wishing to pursue a career in childcare/play opportunities. We welcome students to join our staff team and gain work experience within our setting. The number of students we will accept at any one time will be dependant of the setting's capacity at that time to be able to provide a meaningful placement which is manageable for the setting and which does not place undue pressure on staff. We will also consider taking on small groups or occasional placements of students carrying out research or studies that benefit childcare and/or child play opportunities.

We will only offer placements to students who are associated with a recognised child-related or play related course, or on occasions, 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 or school.

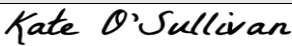

We expect all students to visit the setting for an interview, followed by their student induction and tour of the building. At this time students will have the opportunity to read and discuss relevant policies and procedures including safeguarding and health and safety and will receive a copy of all the policies and procedures that are in place including confidentiality.

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 line manager who will supervise their work and explain the policies and procedures including health, safety and fire requirements of the setting
- Students will be supervised at all times by the member of staff assigned to them and will not be left alone with the children.
- Students will be supported to understand the settings policies and procedures including, Safeguarding, Health and Safety, Equal Opportunities Anti-Bribery and Whistleblowing policies.
- We require students to keep to our confidentiality policy
- It is expected that during the student's placement, their tutor will visit the setting or have verbal communication with the Children and Young People's Officer 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 setting 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 setting e.g via the parent noticeboard.
- All students on placement must adhere to the same codes of conduct as permanent staff including timekeeping and dress codes
- All students are encouraged to contribute fully to the processes of the setting 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 (aged 16 and over) in our staff: child ratios. This will be in line with the requirements outlined in the NMS and at the discretion of the line manager and only will only occur when the manager is satisfied the student/apprentice is competent and responsible.

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		13.10.2025
Olive Frances Vice Chair of Trustees		13.10.2025