



STUDENT POLICY

Bobtails welcomes the opportunity of taking suitable students from local schools and colleges on work experience of appropriate duration and as approved by the Head Teacher or the college course tutor. We recognise the value of this experience for the student.

We also recognise that the students will not have the level of maturity, awareness and experience as that of our staff and so as part of our duty of care, the level of induction, instruction and supervision will need to be higher in order to safeguard the student's health, safety and welfare.

Students will be made aware of slipping and tripping hazards, including steps, equipment on the floor and uneven surfaces inside and outside of the building. They will be cautioned about lifting objects and children appropriately and the safe use of electrical equipment. The safe use of kitchen equipment including knives and hot objects will be explained as will rules regarding hygiene and hot objects in the vicinity of children.

All students will be given the same induction as permanent full time members of staff. They will be advised on suitable clothing and shoes and after this advice it becomes their responsibility to ensure appropriate clothing and shoes are worn.

- Students on work experience are not included in the staff child ratio as set out in the standards.
- Long term placement students (e.g. Apprenticeships/Teaching Practice) may be counted as part of staffing ratios when appropriate.
- Students on work experience will be deployed to work alongside full time members of staff.
- Consideration must be taken into account when an initial visit is made by a student to identify;
 - 1. How many days the work experience/practice is to be.
 - 2. How many hours daily will the student be present.
 - 3. What particular aspects of work/child observation are part of the designated course and are essential to the work undertaken.
- What previous experience/practice has the student already undertaken.
- What the children will call the student.





Considerations when Planning Work/Practice

- The student's age, experience, self-confidence and level of maturity should be considered when planning the work
- Students are expected to be polite and well mannered both with adults and children, setting a good example for the children to see.
- Students must be appropriately dressed for working with children and parents.
- Students must be made aware of the policies and guidelines within the setting.
- Any information gained by the student about the children, families or adults in the group, must remain confidential.
- Unless an enhanced disclosure certificate is provided, students will have restricted access to children, and will not be left alone with a child or children.

Student Handbook

Students are required to read the Policies and Procedures of the Nursery School and to get clarification of anything that they do not understand. A copy will be made available on request.

