

Kiddy Academy Student Policy

The nursery is committed to sharing best practice with those wishing to pursue a career in childcare. Therefore, students will be welcomed to join our staff and gain work experience within our nursery. We welcome the chance to encourage training. We accept student placements and recognise this as an opportunity to examine and revise our own practice. We will accept 3 student(s) at a time each term, as more students than this places undue pressure on the staff. We do, however, accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

Students are expected to be associated with a recognised child related course, or on occasions, pupils from local secondary schools on work experience. Placements will be offered after discussions with the appropriate tutors, and close links have been established with the college or school.

Students will attend a pre-visit to the nursery for an interview, followed by their student induction and nursery tour. At this time students will have the opportunity to read and discuss relevant health and safety policies, receive a copy of the Student Handbook, and sign their contract in readiness for their first day:

- we require students 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 the student co-ordinator to receive feedback about the student's progression

- students will be offered support and guidance throughout their placement and offered constructive honest feedback in respect of their performance. Staff will respect individual students' needs and abilities and will aid their development

- an accurate evaluation of ability and performance for both students and training providers will be provided and the nursery will support students who are experiencing difficulties with action plans if needed
- to maintain parent partnerships, parents will be informed of when students are present in the nursery by way of the parent notice board. Wherever possible this will be accompanied by a recent photograph of the student.

All students on placement must adhere to the same codes of conduct as permanent staff and this also applies to time-keeping and dress codes. Confidentiality must be upheld at all times. Students are attached to a senior member of staff who supervises their work and will explain the safety and fire requirements. All students are encouraged to contribute fully to the nursery routine and to spend some time in each area.



Childcare at its Best

Review date: 16.01.18	Date of next review: 16.01.19