



Student Placement Policy

Version	Date	Resp	Changes
2020/08	Aug 2020	JMB	Rebrand
	Sep 2021	JG	Reviewed and no changes
	Aug 2022	JG	Reviewed and no changes
2023/01	Jan 2023	JMB	Include emergency contact information

Cambusbarron Village Nursery

Student Placement Policy

Cambusbarron Village Nursery recognises and values the need for it to support the development of skills and qualities in the future early years workforce. Wherever it is possible and practicable Cambusbarron Village Nursery will offer to provide student placements.

Student placements in real work settings are vital to the development of the workforce but they must also be seen in the context of a setting's duty to protect children. Close partnerships with placing organisations, robust vetting practices and good management practices for working with placements will help minimise the risk to children, whilst supporting the development of the future early education and childcare workforce.

Student placements will be welcomed into our setting as the experience in order to:

- help underpin the students learning about working with children in the early years and help them to connect theory to practice
- enable students to begin to realise the complexity and challenges of working effectively with young children.
- add value to their qualification and employability
- engender commitment and motivation to pursue a career in working with children

Student placements also benefit the Nursery by:

- bringing current thinking, fresh ideas and perspectives into the setting
- offering challenges to practice that may lead to review and improvement
- contributing to staff development through assessing, coaching and mentoring of students
- enriching the range of people children and others in the setting have to interact with and form
- relationships
- establishing the setting as a place of good practice and as a contributor to the development of the early years workforce.

The placement should offer a worthwhile experience for the student whilst ensuring that children and others are not put at risk. In accepting student placements, Cambusbarron Village Nursery has to be confident that the student is suitable to work with young children. Reassurance must be received that appropriate procedures have been followed by the placing organisation, for example, colleges and training providers to guarantee, as far as is possible, that the student is suitable. At no time will a student be left in sole charge of the children.

When asked to take a placement, Cambusbarron Village Nursery should be reassured in writing that the placing organisation has:

- undertaken a PVG Scheme Membership check and that the outcome was satisfactory
 - taken up and verified references, which may include medical references
 - monitored and assessed the student's competence to work with young children
 - confidence in the student's ability to work safely and appropriately in a work setting
 - withdrawal procedures in place if the setting is unhappy with any aspects of the student's conduct or working practices.
- In addition the placement organisation must provide a clear statement of the conditions and expectations of the placement.

If a placement organisation does not provide these reassurances then the Nursery will be obliged to refuse the request to take the student placement.

Informal requests for work experience

When an individual who is not attached to a training provider or educational establishment has approached Cambusbarron Village Nursery in order to gain work experience to, for example, enable them to gain experience to enter the workforce and/or to meet entry requirements for training and qualifications, Cambusbarron Village Nursery will act as if they were employing a new member of staff or recruiting a regular volunteer to work in the setting.

Individuals will be asked to:

- provide information about him/herself, including self disclosure information about criminal convictions and/or matters that affect his/her suitability to work with young children.
- provide at least two references from reliable sources, for example, former employer, teacher or minister, that can be verified
- apply for a PVG Scheme Membership check

(Where the individual is known to staff and/or committee the requirement to provide information and references may be waived.)

The individual will not be allowed to work in the setting until a satisfactory PVG certificate is obtained.

Status of students

A student is not an employee and will not have a contract of employment with the nursery. We will, however, insist that the student follows all nursery procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Students will be under supervision at all times.

Training

Students will be offered appropriate support in their role. We will provide any training required for the role, including child protection, paediatric first aid (where applicable) and health and safety training. The purpose of this is to enable the student to feel supported and enhance their development in their role within our team.

Policies and procedures

Students are expected to comply with all the nursery's policies and procedures. The student's induction process will include an explanation of this.

Confidentiality

Students should not disclose information about the nursery, staff, children and families as stated in the confidentiality policy and should follow the nursery confidentiality procedure at all times.

Induction

On commencing their student placement, the student will be given access to:

- General information about the nursery
- A copy of the Student Placement Policy
- A confidentiality statement which will require reading, signing and returning to the nursery manager
- Details of access to all nursery relevant policies and procedures.

Student support

The nursery will nominate a senior member of staff who will take the student through their induction and support and advise them throughout their time in the nursery.

**Name of Student**

Address

Contact Number

Date of Birth

Name of Staff member acting as
Volunteer Support

This agreement sets out what we can each reasonably expect from a student placement within Cambusbarron Village Nursery. CVN is committed to providing students with a supportive environment. We aim to ensure that you will find your placement experience a positive and rewarding one.

Please note that this is a voluntary agreement and does not constitute a contract of employment.
The following has been agreed between the above named student and member of staff :

All student roles are subject to an initial trial period. For this role there will be a trial period of 4 weeks at the end of which you will have your first support/review session.

Support and Training

CVN agrees to fully support students during their placements. We will provide training to assist students to meet the standards we expect and to ensure their health and safety. Student mentors will check in regularly with students while they are with us. We aim to help students get the most from their placements, allowing them to raise any issues they wish to talk about, solve problems and also to help identify any relevant training opportunities.

Expectations

Students can expect communication and information from CVN on any issue that affects their role as a student. They can also expect support and help from any member of the staff team. Students are expected to contact the nursery if they will be absent for any reason. Any out of pocket expenses will be paid, references can be provided when students leave and they will be thanked for their contribution. Students can also expect to be involved in consultation and decision making processes in the nursery in relation to their student role and asked for their opinions and ideas.

PVG Scheme Membership

All students working within CVN must have obtained PVG Scheme Membership. Educational establishments placing a student within CVN for work experience may arrange for the student to apply for PVG Scheme Membership.

Confidentiality

In the course of your student placement, you may have access to confidential information relating to the Nursery or our users. We expect students not to use or disclose this information to any person either during their student placement with us or at any time afterwards.

Standards, Policies and Procedures

All staff working within Cambusbarron Village Nursery, whether in a paid or voluntary capacity, are encouraged to work to high standards and adopt recognised best practice where possible. Cambusbarron Village Nursery insists that students follow all policies and procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children.

Emergency Contact Information

Name

Contact Phone number

Relationship to Volunteer

I, (Insert name), have read the above standards of practice and agree to follow them to the best of my ability. In addition to this, I agree to give as much notice as possible whenever I am unable to attend a session that I am expected to be at.

Signed: Date:.....

