Student Placement Policy

Statement of Intent

Little Monsters Day Nursery recognises the value of providing high-quality learning experiences for students undertaking childcare and early years qualifications. We are committed to supporting students in developing their skills and knowledge while ensuring that the safety, wellbeing, and learning of children remain our highest priority.

All student placements are managed in line with the requirements of the Early Years Foundation Stage (EYFS) and the standards set by **Ofsted**.

Aims

This policy aims to ensure that:

- Children's welfare and safety are always prioritised.
- Students receive appropriate supervision and guidance.
- Placements support professional development.
- Safeguarding and confidentiality are maintained.
- Staffing ratios and quality of care are not compromised.

Placement Arrangements

We welcome students from schools, colleges, and recognised training providers, subject to the following conditions:

- The needs and interests of the children always take priority.
- Student numbers are limited to ensure they do not affect the effective running of the setting.
- All students must be enrolled on a recognised childcare or early years course.
- Confirmation of placement must be provided by the student's tutor or training provider.
- Tutors are welcome to visit to review and support student progress.

Safeguarding and Suitability

To ensure children's safety:

- All students must meet suitability requirements.
- Enhanced DBS checks are required where appropriate.
- No student is permitted unsupervised access to children.
- Students are never left alone with children.
- Students who are not deemed suitable may be asked to leave immediately.
- Any concerns raised by staff, parents, or children will be acted upon promptly.

Supervision and Ratios

- Students under the age of 17 are not included in staff-to-child ratios and must be always supervised.
- Students aged 17 and over on long-term placements may be included in ratios only if the Manager is satisfied, they are competent and responsible.
- A designated mentor or supervisor will support each student.

Confidentiality and Data Protection

All students are required to:

- Always maintain confidentiality.
- Respect the privacy of children, families, and staff.
- Not share information outside the setting.
- Store and handle records appropriately.

Any information collected for study purposes remains the property of the nursery and is stored securely.

Parental Consent and Child Studies

- Written parental consent must be obtained before students carry out any child observations, studies, or assessments.
- Parents have the right to refuse participation.
- All documentation is handled in line with data protection legislation.

Professional Conduct

Students are expected to:

- Follow all nursery policies and procedures.
- Dress appropriately and behave professionally.

- Treat children, families, and staff with respect.
- Follow safeguarding and health and safety procedures.
- Use mobile phones only during authorised break times.
- Refrain from taking photographs or videos unless authorised.

Information and Records

The Manager must be provided with:

- Full personal details
- Emergency contact information
- Medical or additional needs
- Placement documentation

All records are stored securely.

Insurance

The nursery holds appropriate employer's liability and public liability insurance, which covers students and voluntary helpers during their placement.

Roles and Responsibilities

Manager

- Approves and oversees placements
- Ensures safeguarding compliance
- Allocates supervisors
- Liaises with training providers

Staff Mentors

- Support and supervise students
- Provide feedback
- Monitor performance

Students

- Follow nursery policies
- Maintain confidentiality
- Seek guidance when needed
- Act in a professional manner

Monitoring and Review

- Student placements are monitored regularly.
- Feedback is shared with training providers.
- This policy is reviewed annually.
- Improvements are made where required.

Policy Adoption

Name of Setting: Little Monsters Day Nursery
Date Adopted:

Signed: _____
Role of Signatory: Manager