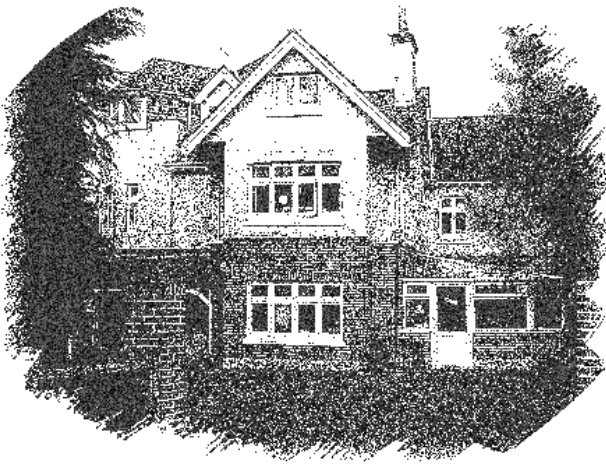




## **QUEENS PARK MONTESSORI DAY NURSERY**

**155 Richmond Park Road  
Bournemouth  
Dorset  
BH8 8UA**

**Telephone: (01202) 523293**

**Proprietor: Mrs Alison Toms**

**Ofsted Reg: EY242933**

### **STUDENT POLICY**

At Queens Park Montessori Day Nursery we are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our nursery. We will accept **one** student at a time as more students than this places undue pressure on 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.](#)

We will offer placements to students who are associated with a recognised child-related course or, on occasion, 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, training provider or school. The placement will be offered on a first come first served basis.

We expect all students to visit 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.

Our student and volunteer co-ordinator is: **Ali Percy**

Our policy for those on placements is as follows:

- All childcare students will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins (school students do not have DBS checks)
- All students are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the nursery
- Students will be supervised at all times and will not be left alone with the children. They may only change nappies if the manager is satisfied they are competent, responsible and know the children well enough and always under close supervision
- Students will be supported to understand nursery policies and procedures including Safeguarding children and child protection policy, Health and safety – general policy, Inclusion and equality policy, Anti-Bribery policy and Whistleblowing policy
- All students are required to maintain our Data protection and 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 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 nursery 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 nursery e.g. via the staff welcome 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 including time-keeping and dress codes
- All students are encouraged to contribute fully to the nursery routine and to spend some time in every area.
- Students who are placed in our setting on a short-term basis will not be counted in our staff ratios.

In some cases, we may include suitable students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) in our staff: child ratios at the level below their level of study. This will be the discretion of the manager and will only occur when the manager is satisfied that the student or apprentice is competent and responsible and if they hold a valid and current paediatric first aid (PFA) qualification.

**This policy was adopted on:** .....

**Signed on behalf of the nursery:** .....

**Date for review:** .....