

Students, apprentices and young person's policy

At the nursery we have students from college, school and on extended work experience. Most students are studying towards a qualification to work within Education. They come into the nursery to gain experience of working with children from 0-4 years. At the nursery we also employ apprentices who have hands on experience whilst studying.

It is our policy/aim to:

- Students from college or school will not be included in staff ratios unless they are over 17 years of age and have had an Enhanced DBS check and we believe that they are competent.
- Apprentices that are employed by the nursery will be counted in the ratio's, but only if they are 17 and over and have an enhanced DBS check.
- Students from college or on work experience will not be left unsupervised under any circumstances.
- Students from college will need to do assignments/observations during their time at the nursery, may need to take photographs of the children for evidence (parents permission is given during registration period)
- Apprentices receive a half hour lunch break and a fifteen minute break if working they are working until 6.00pm depending on what time their work day started (inline with the employment law)
- All work experience students are given policies and procedures to read on induction interview along with a handbook.
- Policies and procedure are onsite for all students to read.
- All employed apprentices are given policies and procedures, employment contract, roles and responsibilities, health declaration form, staff induction booklet during their induction period
- Employed apprentices who work full time within the nursery may not be based in one room, they may be asked to work across the nursery to gain experience within all areas of the setting.
- All students must read and understand and follow all policies and procedures.
- Students from college or on work experience must not answer phone or door at any time.
- Employed apprentices must only answer the door or phone under instruction from qualified staff and has been at the setting for at least 3 months.
- Students/apprentices are responsible for their own personal health and hygiene..
- All apprentices will be required to be on our daily rotas, this includes daily routines and the upkeep and cleanliness of the setting.
- Employed apprentices and college students will be required to take part in toilet training/nappy changing but only if they are DBS checked
- Apprentices and students are to only lift what they are capable of lifting; training on manual handling will be given during in house training.
- Students on placement from school will have limited responsibilities, they will not be asked to answer the door or phone, toileting needs of the children, nappy changing, speak to any parents about the children, dealing with accidents or medication.
- School students will be asked to do basic cleaning such as washing up, preparing snacks, hoovering etc...

Reviewed and updated by Vicky George Manager January 2025 V.George

Proofed By Elaine Burnett Managing Director

Next review date: January 2026