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## **Bentilee Nursery School – Policy for Students**

Policy written: Summer 1st half term 2014

Review date: Summer 1st half term 2026

**Next review date: Summer 1st half term 2027**

**Personnel: Head teacher and all of Nursery Team**

### **Aims of Policy**

- To encourage students into school and enable them to experience / develop hands on teaching / learning strategies from the staff as role models.
- To take on placement students aspiring to gain a child care qualification whether this is as part of a qualification, voluntary work to gain experience, or school work experience.

### **Implementation**

- Designated member of staff to be responsible for setting up placements, liaising with colleges, schools or other outside agencies, finding out course requirements, mentoring students.
- Voluntary students must be aware that they are subject to the same rules as any other student. A police check will be carried out to ensure the safety of the children.
- Students to introduce themselves to the school before placement (if possible) to find out background information and its ethos.
- Mobile phones must be switched off at all times. They can only be used in the staff room/out of the school when the student is on their break.
- Students should immediately find out the fire drill rules on display in each room of the school and read the Health and Safety Board. Students must ask if they are unclear about any form of health and safety.
- It is the student's own responsibility to read the Health and safety board in the staff kitchen hall. Any further questions can be asked to staff at a mutually arranged time.

- Students should be aware that there is a first aid box / accident book situated in the children's toilet cupboard in the classroom. Ice packs are located in the fridge in the kitchen. It is important students ask about the rules and use of these on their first day in school.
- Students to sign in and out of the school each day. The day starts at 8.30am and ends at 3.30pm. The school sees placement as including setting up and tidying resources. It is an expectation of the school for students to stay until 4.00pm, unless otherwise told to. Wednesdays- students start at 8.15am.
- Students are entitled to a drink in the morning. Students are welcome to use the staff facilities for tea and coffee making. A 50p contribution is appreciated. Please give this to the office.
- Students are entitled to buy a meal (please pay Mrs. Ridgway- Office Manager. For prices please ask. Work experience students please notify Mrs Ridgway if you are entitled to free meals.
- Dinnertime is from 12.15am-1.00pm. Students are encouraged to sometimes support lunchtime supervision to get the full picture of the children and staffs' experiences. Students with sandwiches may wish to take their break at this time in the café area upstairs in the Children's Centre or buy a meal there. Work experience students should get written permission from parents before leaving the premises during the school day. Students are asked to ask the teachers in the classroom when their lunch break is away from the children.
- Students to wear student identification badge at all times. Badges can be obtained from the reception where you sign in. This must be returned daily.
- All staff to be informed of student attendance / courses and details displayed in staff kitchen.
- Students should make staff aware of any activities / experiences they need to fulfil well in advance of completion so that time can be effectively allocated.
- Students must be aware that everything said or heard in school by practitioners, children, parents or other students is highly confidential and must not be repeated to any one outside the school.
- Students must discuss the mentoring process with the school and give staff forms on evaluation and progress by the student on a weekly basis. It is unacceptable for students to do a block of practice and then to expect staff to fill in many pages of report and assessment writing.
- If students need to talk to staff to find out further information, then this must be arranged in advance, to ensure quality time is allocated and the students / practitioners needs are met.
- Students doing any kind of specific observations or taking photographs must ensure consent of the school and parents is sought.
- Students to be made aware of the duties they will be expected to carry out on a daily basis in each area (see separate sheets).
- Students to be encouraged to work and involve themselves with the children under the supervision of all staff.

- If at any time the student feels unsure / uncomfortable about carrying out an activity, or the students feels it is in conflict with the course criteria please tell a member of staff immediately. This will ensure the issues are clarified and a mutual understanding is gained.
- Staff will talk to a student's college / school tutors when they come to visit them on placement.
- It is important students are made aware that continued attendance is compulsory. If students are ill or may be late, the school must be telephoned first thing in the morning to let us know.
- Placements are a two- way partnership, based on mutual trust and support. Both sides should be able to discuss issues freely. However, students must be aware if the school, has any concerns about the student the staff are entitled to ring the course / school tutor and voice the concerns to ensure quality of provision on both sides is maintained. Likewise, students are entitled to ring the course / school tutor and voice the concerns to ensure quality of provision on both sides is maintained.

***All students must ensure they have a copy of the Health and Safety / safeguarding/ fire procedures/ PREVENT /Risk assessments /Rules for safe trips out of school policies. It is also important that they have access to all other policies, especially equal opportunities and Racial Equality. Students are encouraged to read the Nursery brochure.***

### **Monitoring / Evaluation**

- Monitoring of the policy will be scheduled in staff meetings. Liaison with colleges and schools from where students are from is welcome. A copy of policy will be sent to all colleges and schools that feed students to us for their comments.

### **Review**

- Review will take place at the scheduled time shown above.

### **Reporting**

- All staff
- Students
- Governors
- Colleges / schools served by Bentilee Nursery School as a placement provider.