

## STAFF VOLUNTEER AND STUDENT PLACEMENT PROCEDURE

Creative Minds Nurseries LTD recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

### **Procedures**

In co-operation with educational providers, we welcome students into the nursery on the following conditions:

- The needs of the children are paramount.
- Students will not be admitted in numbers, which hinder the essential work of the nursery.
- Students must be engaged in a recognised early years training course, which provides necessary background and understanding of children's development and activities.
- Any information gained by the students about the children, families or other adults in the nursery **MUST** remain confidential.
- Unless registered as fit persons, students will not have unrestricted access to children.
- Students will never be left alone with the children.
- Students may accompany 1 child on an outing with qualified nursery staff.
- We take out employer's liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We cooperate with student's tutors in order to help students to fulfil the requirements of their course of study.
- We provide students at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.