

The Oaks Nursery Student Placement Policy

The Oaks Day Nursery welcomes individuals who are part of an accredited qualification course, or who are participating in a schools work experience program. The breadth of experience that visiting students are expected to participate in will be a true reflection of the duties that an experienced Nursery Practitioner would undertake on a day to day basis.

Students are expected to conduct themselves professionally throughout their stay, and will work under supervision at all times.

The children's welfare is paramount and students will not be put in a position, or given any direct responsibilities that would compromise the quality of care or safety to themselves and the children.

Students will undertake a rigorous induction program that will cover all areas of Health & Safety, emergency evacuation, procedures for handling children and confidentiality issues.

Nursery is compliant with employment legislation and as such stipulates that;

- Individuals under the age of 16 years will be expected to work a 6 hour day, excluding a lunch break.
- Individuals over the age of 16 will be expected to work a 7 hour a day, excluding a lunch break. These may be flexible and negotiated with the student mentor at the beginning of placement.
- No individual will be expected to work outside the nursery's core opening hours.

Nursery has a member of staff designated as a student mentor who will:

- Liaise with schools and colleges and organisations prior to placement start dates.
- Contact students to arrange an induction date and Nursery tour prior to commencement of placement.
- Provide each student with a support information pack and copies of key policies and procedures.
- Provide support and regular feedback to students during placement.

Adopted on (date): 24th July 2009

Signed on behalf of The Oaks Nursery:

Name: Chris Comper

Job title: Nursery Manager