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| **Little Learning Ladder**  **Students** |

The nursery is committed to sharing good practice with those wishing to pursue a career in childcare. Therefore, students will be welcomed to join our staff team and gain work experience within our nursery. We welcome the chance to encourage training. We accept student placements and recognise this as an opportunity to examine and revise our own practice. We will accept fivestudent(s) at a time (this is determined on our child to staff ratio and may change, as our numbers increase). We do, however, accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

Students are selected from Manchester City College, or on occasions, pupils from local secondary schools on work experience. Placements will be offered after discussions with the appropriate tutors, and close links have been established with the college or school.

Students will attend a visit to 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, receive a copy of the Student Handbook, and sign their contract in readiness for their first day:

* All students will have an enhanced CRB disclosure before their placement begins
* Students will be supervised at all times by a member of staff assigned to them and will not be left alone with the children
* Students will be asked to read all nursery policies that relate to their placement during their student induction
* We require students to keep to our 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 offered constructive honest feedback in respect of their performance. Staff will respect individual students’ needs and abilities and will aid their development
* 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 of when students are present in the nursery via the parent notice 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 and this also applies to time-keeping and dress codes. Confidentiality must be upheld at all times. Students are attached to a senior member of staff who will supervise their work and explain the health, safety and fire requirements. All students are encouraged to contribute fully to the nursery routine and to spend some time in each area. Students must not be left alone with children and they should only be allowed to change nappies when supervised.

Internal use only

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date disseminated to staff** | **Date for review** |
| April 2013 |  | June 2013 | April 2014 |