

Student/Apprentice Policy- Nursery

At Denmead Day Care, as part of our commitment to quality, we like to welcome students and apprentices into the setting and offer placements/ work experience to those undertaking early years qualifications and training including cache levels 2 and 3, and NVQ 2, 3 and 4. We like to help provide experiences which contribute to the successful completion of their studies, and which provide examples of quality practice in early years care and education.

We require students to meet the 'suitable persons' requirements of Ofsted. We require school placement/apprentice provider's students under the age of 17 years to vouch their good character. All students/apprentice will be always supervised, and we do not allow them to have any unsupervised access to children. Students/apprentice will not generally be counted for in our staff ratios however, apprentice once 17 and in accordance with the EYFS can be included in staff ratios if they show competence with the children. All students will have a relevant DBS check carried out by the college. Apprentices will have a DBS check carried out by us. We have employer's liability insurance and public liability insurance that covers both trainees and voluntary helpers and Apprentices.

Referring to our policies and procedures we:

- Provide students with a short induction by management and a room induction (see our induction policy)
- Apprentices will have a normal induction like any other staff member who joins the setting.
- Co-operate with students/apprentices and their tutors to help towards the requirements of their course or study.
- Apprentices will have regular supervision meetings to support them during training.
- Students are given feedback forms to help gauge how we have done with the time spent within the setting.
- We create a positive approach to students and apprentice about the value of qualifications and training.
- We require students/apprentice to keep to our confidentiality policy linking to children's parents and other employees within the setting.
- We make the needs of the children paramount by only admitting students into our ratios if they are deemed competent enough.
- All students / apprentices are treated fairly in line with our equal opportunities policy.
- An under 19s risk assessment is carried out to ensure the safety of the students / apprentices.

8 August 2013: This policy may change if circumstance arises to require it to change.

Reviewed 5 October 2014

Reviewed 20 January 2015

Reviewed 09 March 2016

Reviewed 31 March 2017

Reviewed 20th October 2018

Reviewed 2nd September 2019

Reviewed 1st April 2020

Reviewed 18th August 2021

Reviewed 10th January 2022

Reviewed 7th December 2023

Reviewed 13th January 2025

Reviewed 5th January 2026