



Students Policy

April 2026- April 2027

EYFS: 3.20, 3.30

At Acorn Childcare Centre we are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our nursery. We will accept one student per room as more students than this places undue pressure on staff.

We will only offer placements to students who are associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college, training provider or school.

We expect all students to visit 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.

Our policy for those on placements is as follows:

- All students will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins
- All students are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the nursery
- Students will be always supervised by the member of staff assigned to them and will not be left alone with the children. They may only change nappies if the manager is satisfied, they are competent, responsible and know the children well enough and always under close supervision
- Students will be supported to understand nursery policies and procedures including Safeguarding, Health and Safety, Equal Opportunities, Anti-Bribery, and Whistleblowing policies.
- All students are required 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 or Centre Manager to receive feedback about the student's progress
- Students will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance. Staff will respect individual students' needs and abilities

- Acorn Childcare Centre is committed to promoting the safety and wellbeing of all students. To support this, we have a designated Adult and Child Wellbeing Officer available to provide guidance, support, and a listening ear. Students are encouraged to approach them with any concerns relating to their welfare, whether personal, academic, or social. All matters will be handled sensitively and, where appropriate, confidentially, with the student’s best interests at the centre of any support offered. Our wellbeing officer will take time to visit our students on work placement and work experience.
- Students are encouraged to refer to the Employee’s Handbook, which is available in the staffroom. Access to this resource is intended to support students in understanding workplace expectations, policies, and professional standards. Students are encouraged to use the staffroom during their break; the employee’s handbook is kept in there. The handbook must be used respectfully and returned to its designated place after use.
- 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 when students are present in the nursery e.g. via the parent noticeboard. 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 including timekeeping and dress codes
- All students are encouraged to contribute fully to the nursery routine and to spend some time in every area.

In some cases, we may include students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) in our staff: child ratios. This will be the discretion of the manager and only will only occur when the manager is satisfied the student/apprentice is competent and responsible.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>April 2024 Reviewed April 2026 - SK</i>	<i>Lorna Hodgett</i>	<i>April 2027</i>