SKYLARK DAY NURSERY

Student and Apprenticeship Policy.

Skylark Day Nursery offers the quality of care and learning which makes it an ideal place for students on placement, whether from schools or college childcare courses or trainees following an Apprenticeship scheme. We welcome students under the following conditions. (Where the word 'student' is used this applies to Apprentices too. Where different the Apprentice's role will be stated.)

All students and Apprentices are expected to have up-to date clearance from Disclosure and Barring Service (DBS). Please ensure this is shown to the manager at the start of your placement.

Students and Apprentices will undergo induction training upon starting. This will include

Ensuring dress code is adhered to –

On your first day please wear a plain dark/white T.shirt or college uniform with flat shoes, black trousers/leggings (not jeans). A nursery tabard and T. shirt/sweatshirt will be provided where necessary.

Please ensure you arrive in enough time to get changed if necessary and be on the nursery floor at your start time.

Nursery will wash the tabards. It will be your responsibility to launder T.shirts and sweatshirts.

Please always bring a coat as you will be working outside for some of the time most days.

To ensure the safety of the children please ensure your nails are short, (no false nails), no hoop earrings. We advise you to tie up your hair if it is long.

The manager will discuss agreed hours of work, breaks, time-keeping and absence routines.

Behaviour

Where you can find our Nursery Policies

Safeguarding procedures

Health and Hygiene

Students will be expected to agree to the nursery's protocols before beginning placement.

Students are expected to provide information about the course requirements in order to provide the most relevant opportunities and support whilst on placement.

Students will be assigned a mentor for each area they work in. If records of attendance need signing. Please arrange a suitable time for this with the staff at the beginning of the day/week to ensure the staff member who is working with you is aware.

Students and volunteers will not be included in adult: child ratios. Apprentices will be included in ratios. Under 2 years 1 adult : 3 children, 2-3yrs 1:4, 3-5yrs 1:8.

Students and volunteers will never be expected to be left alone with any child.

Students are not permitted to change nappies, assist with toileting or enter the children's toilets without a member of staff however Apprentices will be given training in order to change nappies and help the children with their personal care needs.

Any information gained by a student about either a child or a staff member whilst on placement must remain confidential, even after leaving the placement.

Written parental permission is required before a child study occurs for the purpose of college assignments and the child's initial will only be used.

You are expected to ask questions and use the placement to gain as much experience and knowledge as you can about childcare. All of the staff are willing to support you. Do not worry about asking for help or advice.

You are expected to use your initiative. If you see something needs picking up, cleaning, re-setting please do it. If you see someone needs support please help. If you see behaviour that is not acceptable and you are unsure how to deal with it ask a member of staff. We use positive reinforcement to encourage and recognise good behaviour.

If a child is playing, please join in the play. This includes joining in with activities led by another member of staff during directed group tasks too.

Model good language by repeating unclear words and extending it to help the children develop their ideas.

Eg

Child: "Train big"

Adult: "It is a big train. Tchoo, tchoo, the train is fast."

We discourage children from sitting on knees for stories and where possible avoid carrying a baby around for long periods of time. It is better to sit opposite them and play with them.

Students will be asked to assist with lunch-times. Please ensure you make yourself familiar with any dietary needs and allergies relating to the children and the systems in place at lunch-times. You will be required to tie long hair up, wash your hands and wear an apron before serving food.

Students are entitled to a lunch break. The staff will tell you when to go. The staffroom has a kettle, toaster and microwave. Coffee, Tea bags and milk are provided. You may have a locker if you want one for your belongings.

Please leave your mobile phone in your locker, they are not permitted in the nursery.

If you are speaking to a parent at the door please wear a face mask/visor.

Please wash your hands regularly throughout the day. Hand sanitiser is provided too.

Sarah Emms or Nicola Butcher will carry out monitoring observations during your time at nursery. You will be given notice of when they will take place. Observations will be based on the requirements of the course. Feed-back will be given and a copy of any written feed-back will be given to both you and your tutor.

We hope you enjoy being part of the team and learn from us and with us.

Thank you for working at Skylark.