

Student Policy

In Ashgrove Nursery School we recognise that qualifications and training make an important contribution to the care and education provided by Pre-school Settings. As part of our commitment to quality, and in co-operation with educational providers, we offer placements to students undertaking Early Years qualifications and training. We also offer placements to students who may be interested in early years care and education as a future career, as part of the local schools work experience programmes.

Who is a Student?

'A person who is studying at a university, college or place of further education. A school pupil. Someone who is studying to enter a particular profession.'

Oxford Dictionary, 2016

Scope and Purpose

At Ashgrove Nursery School the needs of our children are paramount in all that we do.

This Policy aims to set out the high expectations we have for those working with our team and to detail the procedures we put in place to ensure these expectations are met.

This Policy has also been put together to ensure that all those involved in the area of student placements, have a clear

understanding of their roles and responsibilities.

Types of Placements

The needs of the children in our Nursery School are paramount, and as such, the number of students on placement will be limited. This is to ensure that the high quality of teaching and learning can be maintained and that the students on placement, can maximise the Nursery School opportunity.

Appropriate steps are taken, at the discretion of the Principal through screening and selection, in order to ensure that only students suited to working with our children and staff are offered a placement with us. There are three types of placements that we might offer to students:

- Work experience placements for students from local schools

participating in work experience programmes, which are usually for short periods of a week or less;

- Students from local Further Education Colleges who are undertaking Early Years qualifications and training. These placements are usually on a termly or yearly basis for anything up to 100 hours and beyond;
- University students undertaking Higher Education teacher training or other qualifications relating to education and Early Years.

Requirements

At Ashgrove Nursery School we work in cooperation with other education providers to offer placements to students on the following conditions:

- The Nursery School requires schools placing students under 17 years of age to vouch for their good character and interest in working with young children;
- The Nursery requires Further and Higher Education students to have their Access NI Enhanced Disclosure completed and provide the School with evidence of this, alongside indemnity cover from their college or university.

Responsibilities

Our Nursery School aims to provide experiences for students which contribute to the successful completion of their studies. We welcome them to work as part of our team. With this comes responsibilities for both staff and the students.

All Nursery Staff Roles and Responsibilities

As we provide placements for students from a variety of courses, the responsibility of particular staff may vary according to the training and qualifications being acquired. However, when working with students, staff will adhere to the following Code of Conduct:

- Welcome students into our Nursery School;
- Treat students with respect and speak to them appropriately;
- Encourage students to get involved in all relevant aspects of the Nursery day;
- Supervise students at all times and ensure that they do not have unsupervised access to children;
- Give clear direction and instructions for work or activity required;
- Provide any relevant information, guidance, preparation or training that may be necessary to enable the student to perform tasks effectively;
- Refer students to the written supports displayed throughout Nursery and encourage them to make best use of this information to enhance and inform their practice;
- Provide opportunity and time for students to meet with staff to discuss placement, coursework, planned practical activities or to share any concerns or queries they may have;
- Provide reminders of expectations and procedures in the Nursery School as and when required;
- Communicate a positive message to students about the value of qualifications and training.

Teaching Staff further Roles and Responsibilities:

- Prior to commencement of duties, the Designated Teacher or Deputy Designated Teacher for Child Protection/Safeguarding will provide an in depth session for all students on Child Protection/Safeguarding Policies and Procedures which also include Health and Safety issues;
- They will also provide students at their first session on placement, with a short Induction Session as to how our Nursery School is managed, on how our sessions are organised, detailing our main Policies and Procedures
- Liaise with the student's tutor to evaluate the student's performance and to help students fulfil the requirements of their course of study.

Students Roles and Responsibilities

The responsibilities for students begin with the offer of a placement from us and it is incumbent on them before their first day to:

- Provide and ensure that all the necessary documentation/evidence of Access NI Enhanced Disclosure and Indemnity covers are signed as required by all parties, and given to the Principal before the commencement of the placement;
- Have agreed a suitable starting date with the Principal;
- Have made staff aware of the requirements of their course of study and any coursework or practical activities to be completed;
- Complete the students general information record form and return it

to the Principal prior to starting placement;

- Have read and be familiar with, the information provided within the Student Welcome Pack.

Once the placement commences the student will have responsibility to:

- Treat staff and children with respect, communicating courteously with all members of the Nursery School Community;
- Arrive promptly each morning to commence placement at 8.30 a.m. working until 3.30 p.m.;
- Should the situation arise- contact the school by phone before 8.15 a.m. on the morning of their first day of illness and every subsequent day of ill health;
- Ensure hospital/doctors and/or dental appointments are made out of school hours unless previously arranged with the Principal;
- Dress appropriately, which includes not wearing sportswear or jeans, wearing sensible footwear and a warm coat for daily outdoor activities;
- Keep mobile phones/cameras switched off and in their bag in the Class Store. These devices are not to be used during the session;
- Maintain confidentiality at all times;
- Share any concerns they have about a child with the Class Teacher;
- Report any Child Protection/Safeguarding issues to the Designated Teacher for Child Protection/Safeguarding, Mrs. Nicola Cruickshank/ Deputy Designated Teacher for Child Protection/Safeguarding, Mrs. Danielle McAlister;

- Discuss any concerns about the placement with the Class Teacher;
- Ensure the Class Teacher is aware of the requirements of their course with at least a 14 days prior notice given of any particular coursework or practical activities/assessments to be completed;
- Show any written work/plans to be carried out on placement, to the Class Teacher for further discussion;
- Follow the Nursery School approaches to positive behaviour management;
- Work under the direction of the Class Teacher and Nursery Assistants, following staff instructions at all times;
- Make use of the daily student routines timetable displayed in the utility areas of both classrooms;
- Refer to the various plans, guides and prompts displayed around Nursery School, to support appropriate engagement with the children;
- Read and make themselves familiar with the fortnightly planning notes displayed throughout the Nursery School at the very beginning of each new weekly placement session; and
- Sign to indicate that they have read the Student Welcome Pack, and have been made aware of Child Protection/Safeguarding and Health and Safety Policies/Procedures as outlined by the Designated or Deputy Designated Teacher for Child Protection/Safeguarding.

Monitoring and Evaluation

This Policy will be monitored in an ongoing way within the self-evaluative culture of the school.

See also:

- Staff Code of Conduct
- Child Protection/Safeguarding Policy
- Confidentiality Policy
- Positive Behaviour Policy
- Physical Restraint Policy
- Student Welcome Information
- Student Routines

This Policy was adopted by the Governors on 22/05/16 and subsequently reviewed on 15th May 2024.