

Student/Trainee Placement Procedure

To be reviewed Bi-Annually.

Policy Agreed October 2019. To be reviewed October 2021



Everton Nursery School and Family Centre staff recognises that the quality and variety of work undertaken by the school/centre, enables students/trainees to undertake work placements from school/college or university or through School Direct (salaried or non-salaried route), childcare/nursing courses, plus apprenticeships with various providers. Everton Nursery School and Family Centre also acknowledge what students/trainees can bring to the school/centre.

Students/trainees are welcomed into the school/centre on the following conditions:

1. Students/trainees must be confirmed by their tutor as being engaged in a bona fide course which provides the necessary underpinning knowledge of children's development and planning of appropriate activities.
2. Students/trainees must be cleared through the Disclosure Barring Service (DBS) in conjunction with the college/university.
3. Students/trainees will be allocated a school/centre support link member of staff (mentor) who will take on the responsibility for completing all necessary work place assessment documentation in conjunction with the Headteacher and Early Intervention Co-ordinator. An Induction will be undertaken by the Leadership Team member of the relevant department.
4. Students/trainees will be supervised at all times and not left with sole responsibility for any child/group of children. School Direct trainees will undertake a teaching commitment/responsibility during their placement and will not always be supervised.
5. Any information gained by the student/trainee about the children, families or other staff in the school/centre must remain confidential. Any breach of confidentiality will result in withdrawal of the student/trainee from the school/centre and a complaint lodged with the school/college or university. Students/trainees will be asked to sign and adhere to the school/centre E-Safety policy (with reference to social networking sites).

This procedure was reviewed by a group of four Governors on behalf of the Curriculum, Children and Family Committee on Tuesday 1st October 2019.