



## Student Placement Policy

**Links to Every Child Matters: Staying Safe**

**Links to Welfare Requirements: Safeguarding and welfare requirements-Suitable People 3.20, 3.29**

Small World Nursery recognises that qualifications and training make an important contribution to the quality of care and education provided by early year's settings. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training. We also offer placements for school pupils on work experience. We aim to provide an environment in which students on placement will, under the guidance of a skilled staff team, experience examples of quality practice.

The nursery has employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.

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, receive a copy of the Student Handbook and sign their contract in readiness for their first day.

Our policy for those on placements is as follows:

- Students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s).
- 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 in our nursery to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- Schools, colleges or universities placing students under the age of 17 years with our nursery to vouch for their good character.
- All students under the age of 17 years to be supervised at all times and do not allow them to have unsupervised access to children.
- Students will be supervised at all times by the member of staff assigned to them and will not be left alone with the children. They will only change nappies under supervision
- Students undertaking qualification courses who are placed in our nursery are not counted in our staffing ratios.
- Students will be supported to understand nursery policies and procedures
- We require students 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 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
  - 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 time-keeping and dress codes
  - All students are encouraged to contribute fully to the nursery routine and to spend some time in every area.

The nursery will provide the student with a copy of their student information booklet on their induction. We expect the student to read the booklet as this outlines the nursery's expectations of them as a student. A meeting will be organised with the student to give them the opportunity to ask any questions they may have and sign to say they have read and understood the information provided.

This policy was adopted by	Small World Nursery
On	13 <sup>th</sup> August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)

# Student Information Booklet

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## Aims

This nursery recognises that qualifications and training make an important contribution to the quality of the care and education provided by nursery settings. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training.

We aim to provide for students on placement with us experiences which contribute to the successful completion of their studies and which provides examples of quality practice in the early years care and education.

## Induction

We co-operate with students and their tutors in order to help students to fulfil the requirements of their course of study. We communicate a positive message to our students about the value of qualifications and training. This will include giving our students the opportunity to be included in all staff meetings/training.

The needs of the children are paramount. Students must be engaged in bona fide early years training which provides necessary background understanding of children's development and activities.

Our student Induction is a process of familiarising a student with the daily operations of our nursery. This is an opportunity to give them the information that they need to start settling into the team and work effectively as soon as possible.

## POLICIES AND PROCEDURES

We require all of our students to complete an induction within the nursery in order to familiarise themselves with the nursery's policies, procedures and practice. If the student doesn't already hold a current DBS check, the nursery will require the student to complete this along with some registration forms.

We will present the student with a safeguarding summary, fire evacuation, behavioural management, dress code and ICT policy as part of the handbook. We also ask that they familiarise themselves with our policies and procedures, which can be found in the nursery reception or office.

Students placed in our nursery will not be counted in our staff ratios as we believe that they are there to observe and learn about what it means to work in a nursery environment.

The nursery has an up to date employer's liability insurance and public liability insurance which covers both trainees and voluntary helpers.

## Behaviour Policy

In order to achieve this:

- Small World will have a named practitioner "Helen Trigg" responsible for behavioural management within our nursery.
- All adults including students will try to provide a positive model for the children with regard to friendliness, care and courtesy and to offer strategies for handling any conflict.

- Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed with the nursery and explained to all new comers, both children and adults.
- All adults in the nursery will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- Adults in the nursery will praise and endorse desirable behaviour such as kindness and willingness to share.
- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

## Adult intervention

When children behave in unacceptable ways:-

- They will be given one-to-one adult support in seeing what was wrong and how to cope more appropriately. Where appropriate, this might be accomplished by a period of “timeout” with an adult.
- Children will never be sent out of the room by themselves.
- Physical punishment such as smacking or shaking, will neither be used nor threatened by any adult either students, staff, parents or volunteers.
- Techniques intended to single out and humiliate individual children such as the “naughty chair” will not be used. Including threatening corporal punishment.
- Physical restraint, such as holding, will be used only to prevent personal injury to children or adults and/or serious damage to property. Any significant event of this sort will be recorded and the parent informed the same day.
- In cases of serious misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults will not shout, or raise their voices in a threatening way.
- Adults in the nursery will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children’s level of understanding and maturity.
- Recurring problems will be tackled by the whole nursery, using objective observation records to establish an understanding of the cause.
- Adults will be aware that some kinds of behaviour may arise from a child’s special needs.

## Code of conduct:

**Absence:** If you are going to be absent for any reason, then please contact the nursery on 01509 262922. Please do not attend if you are unwell with sickness and diarrhoea or any other contagious disease.

## Staff, volunteers and students

Adults will conduct themselves in a professional manner in their relationships with children and their families, including not overstepping the boundaries into personal contacts outside school, unless the child is already known to them in another capacity. The safety and welfare of the children in our setting is paramount.

- To arrive at the setting on time, comply by our dress code and participate in an induction process.

- To be familiar with our policies and procedures and ensure they are followed.
- To have looked over our allergies and care plan folder so you are aware of those children who you may need to be sensitive too.
- Ensure that you understand your job role and the current management ladder.
- Respect other colleagues and actively support them.
- Be polite and well-mannered and have regard to all those who access the unit.
- Listen to others and speak clearly and ensure you have understood by your receptor.
- Fulfil your responsibilities and duties to the children at the best of your ability
- Have an open mind and a positive attitude to further training and CPD
- Commitment to sharing information with parents and other settings
- Encouragement of communicating expertise throughout the unit.
- Be attentive in health and safety matters including completing incident logs for those children who arrive with “markings”
- Report all accidents to parents and gain their signature to show that they have fully understood.
- Please do not bring sweets or chocolate into the setting.
- Do not use your mobile phone in the setting yet the office is a zone where mobile phones can be used.

### Types of affection permitted within the setting

- Students are permitted to hold and comfort a child by picking the child up (being aware of manual handling and health and safety) place the child on the adults hip and cuddle for initial comfort.
- Students are permitted to have child on their laps for comfort, security and reassurance however not when they have been advised by a practitioner that they need to let the child
- During group story/circle sessions children who may need that extra thrive/contact are permitted to it with individual staff members.
- We shall always encourage children to sit independently. Having the children on staff laps will be monitored by observation.
- All students will be aware of their professional status and be mindful not to continually have the same child on their lap.
- Students will support the practitioners with the re-direct of children who continually need comfort and affection.
- Students will voice positive comments about our children’s emotional development.

### Confidentially policy

At Small World we pride ourselves on the professional relationship that we build with our families. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements: means of storing and sharing that information take place within the framework of the data protection act and the human rights act. Small World ensures that staff are aware of their responsibility for confidentially through induction and supervision.

## Confidentiality Procedures

- We always check whether parents regard the information they share with us to be regarded as confidential or not.
- Some parents sometimes share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.
- We inform parents when we need to record confidential information beyond the general personal information we keep (see our record keeping procedures) - for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- We keep all records securely -see our record keeping procedures and data protection policy.

## Disciplinary and grievance policy

The aim of this policy is to illustrate how the nursery's disciplinary and grievance procedures are implemented within the setting and identify where and how the nursery aims to protect the children who attend, the employees, and the nursery itself from conflict and inappropriate.

Minor disagreements are usually resolved at the regular staff management meeting, or informally through discussion.

### Disciplinary procedure

A more serious situation arises when a dispute cannot be resolved informally, or when the management committee is dissatisfied with the conduct or activities of an employee.

Disciplinary matters will then be dealt with using the following procedure.

At every stage the employee will be given reasonable notice (at least five days) that a disciplinary hearing is due to take place in order to give her/him the opportunity to be accompanied by a colleague or union representative if she or he wishes.

The employee will be advised of the nature and details of the complaint to allow her/him to prepare her/his case.

The disciplinary panel will consist of the Chairperson of the nursery Committee along with two other nominated Committee members, who will ensure that confidentiality is maintained within the panel throughout the process.

## Dress Code

Please wear casual but smart clothes. No jeans are allowed. Students should dress appropriately to the environment. No facial jewellery. Footwear must be flat, comfortable and enclosed. Other things to consider are long nails. Most of these issues are common sense but please be aware that you will be working with young children and you do not want to be responsible for hurting them with jewellery, long



nails or stand on their fingers with heavy or heeled shoes. Long hair will get in the way unless it is tied up and unfortunately head lice can be a problem when working children.

## Emergency evacuation procedure

- Evacuate the building immediately, using your nearest exit.
- Close all the doors behind you.

Routes of escape are:

- The main exit is via the front door of the nursery and down the main staircase.
  - The secondary exit is via the fire door in the craft area, into the adjacent building, following the staircase down to the ground floor and out of the door at the bottom onto the pavement.
- 
- DO NOT STOP TO COLLECT YOUR BELONGINGS
  - DO NOT RE-ENTER THE BUILDING UNLESS INSTRUCTED THAT IT IS SAFE TO DO SO
  - PLEASE DO NOT RUN
  - DO NOT USE THE LIFT

## Evacuation

- A practitioner will collect the child register and staff register.
- If the land line has been used to call for help, the nursery manager will pick up mobile phone. (If the mobile phone has been used to call for help, the person using it must take it with them when evacuating the building).

## Assembly Point

Once outside the nursery, cross over the road using the traffic lights and congregate at the rear of Sainsbury's on the large bit of pavement furthest away from the road. Once gathered a register will be called.

## Health and Safety Policy

The health and safety of our employees and placement students is of great importance to us. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all of our employees and students. This will be achieved by providing them with the necessary information, training and instruction.

## People responsible for Health and Safety

Health and Safety is everyone's responsibility. It is your own responsibility to take reasonable care of your own health and safety and that of others who may be affected by what you do or don't do. If you do see something that concerns, then please raise it with your supervisor or with one of the management team.

## Hazards within the nursery

### Slips, trips and falls

These can be prevented by:

- Wearing sensible shoes

- Tidying up regularly after yourselves and the children (particularly the toys that the children are playing with)

## Manual Handling

Please avoid the need for manual handling if at all possible. If in doubt, ask for help and advice. This hazard will apply to lifting and carrying babies and young children.

If you are going to lift, then please remember to:

- Get a good grip
- Bend your knees
- Lift using your leg muscles
- Keep your back straight
- Avoid twisting your trunk or sudden movements

## Hazardous substances and materials

Hazardous substances and materials include cleaning chemicals and medication. Cleaning materials are kept in a locked cupboard and should not be handled by students. Full COSHH lists are kept on all cleaning materials. Students will not be asked to administer medication to anyone.

## Accident Procedures

All accidents must be reported and all injuries, no matter how small must be entered on to an accident form. Any accident should be reported to your supervisor.

## First Aid.

Students will not carry out any first aid task. First Aid will only be carried out by a qualified first aider who has undergone a training course in administering paediatric first aid at work. Many of our staff are currently qualified. First Aid boxes are provided and are located in the nappy change area, the kitchen and the office.

## Infection Control

Students can help to prevent the spread of infection by not attending nursery if they have been ill with a contagious illness such as sickness and diarrhoea and ensuring they thoroughly wash their hands on a regular basis.

## Personal Protective Equipment

Students should not be asked to carry out any tasks involving the use of personal protective equipment. Gloves and aprons are provided for the staff by the nursery for certain tasks such as changing nappies.

## Information, Communication and Technology Policy

The designated person for safeguarding is responsible for ensuring the policies are kept up to date and put into practice.

Small World have a responsibility to all our children that they can have access to all types of information and communication technology. Computers, internet and cameras are an important resource for children to gain experiences of knowledge and understanding of the world. Staff will monitor our equipment so all children have equal access.

## Internet acceptable use policy

- Many devices and emerging technology are equipped with internet access. Assessing age appropriate websites should be enabled with encouraging children to be cautious.
- The nursery will register with data protection every year. This will ensure that we can store information covering all aspects of our setting. This will include documents, images and children's records and being able to send emails with this information attached.
- The nursery will ensure that we have our own computers which will be kept within Small World office. This will also include any additional external hard drives.
- Staff passwords will be used at all times to gain access to these confidential files.
- Up to date security and virus protector will be purchased for all our computers connected to the internet. This regularly checked and renewed yearly.
- A separate computer will be available for children's use only. This computer will be based in our pre-school rooms but will not hold any confidential information. A variety of educational CD-ROM programmes will be available to the children. Each CD-ROM will be purchased from a reputable company and be based on developing early year's education.
- All Communication methods between families of our setting will be clear and professional.
- Our children do not have access to the internet at present. Occasionally a non-data holding Small World owned laptop may be used during nursery opening times for a DVD or to show a story or an event on the BBC C-beebies website. These times are completely supervised by a qualified member of staff and the children will not be permitted to access the internet on their own to protect them from deliberate or unintentional misuse.

## Social Networks:

- Small World nursery does have a social network site on Facebook in order to promote its business.
- As part of our Confidentiality policy staff members and volunteers of the nursery will only feedback information to parents/cares about their own child only through home/nursery books, verbally on the work telephone or face to face; not through social networks. This eliminates any possibility of parents using social networks to talk about other children that attend Small World Nursery.
- Students, Staff and volunteers are informed that they must adhere to the confidentiality policy.
- Students, Employees and volunteers must not refer to any children, activities, families or staff linked to the nursery on their personal social network sites at home this avoids any misinterpretation.
- If staff have a personal social networking profile, details are not shared or 'friends' with children, families or parents in our care; this is asked to be avoided.
- Not to post online information that could bring the group disrepute.
- Not to request or respond to information from a child.
- Any abuse of this kind is reported to the nursery, Committee will be informed and this type of unacceptable behaviour can lead to instant dismissal if gross misconduct is reported.
- Staff will not use Small World equipment to access social networks.

## Mobile Phone and acceptable use Policy:

- Mobile phones are devices that can access the internet, social networking sites as well as offering video recording, audio recording and camera facilities.
- Children understand that they are an effective communication tool.
- Children need to learn the skills to manage changes in technology, understand the risks that are linked with these devices so they help themselves to stay safe.
- In order to effectively manage and minimise the potential for misuse Small World will have dedicated Mobile Free Zone within the children's rooms, creative area and the toilets and a Mobile User Zone will be available to all staff, parents, students and volunteers in the nursery office.
- Staff area aware that mobile phones are not used within the zone and will challenge any adult present of when they can use their mobile and where to do so.
- Mobile phones are not to be used in any situation that may cause embarrassment or discomfort to students, staff or visitors to the nursery.
- Mobile phones can be kept on but must be kept in the staff room, this will help to eliminate the potential risks and reduce the disturbance that a phone call can make.
- All staff as part of induction will be informed of this policy and given the nursery landline number for private phone calls. The office staff can transfer a private call to staff as and when necessary.
- The persons should only use their mobile phones on lunch breaks in the staff room or off the premises.
- Practitioners and managers must not use their personal mobile phone for contacting children, parents and carers unless it is an emergency. In order to reduce stress related to work personal mobiles can be used to contact other staff members out of working hours (to inform of illness/cover for work) generally these times are very early in the morning or on weekends when the office is closed.
- Personal mobile phones should not be used by staff or parents to take photos/videos or use any other application during Nursery sessions and other educational activities, such as outings unless the nursery has a special event (nativity).
- During a special event (nativity) parents and carers (staff are not permitted) are encouraged to film their child at these events, however are expected to support the nursery by following these steps:
  - Images and videos should be used for their own or families personal use only!
  - If images are shared online, access should be limited to immediate family only and not PUBLIC.
- The Nursery accepts no responsibility for replacing lost, stolen or damaged mobile phones.

## Work Mobile Phone:

- Small World staff have access to an emergency mobile phone which are kept in the children's rooms. These phones are used as an essential part of an emergency toolkit when taking children on outings.
- Where the mobile permits we shall place a password on the mobile to protect from misuse. The manager will purchase a mobile phone for work and where possible this will not have a camera facility.
- Small World aim to keep these phones working order, charged and with credit.

- If the landline phone fails then our work mobile phone will be a natural choice for a back-up.

### Use of cameras and acceptable use:

- We aim to ensure safer and appropriate use of cameras and images through an agreed acceptable use procedure.
- Images will be used in a manner that meets data protection requirements;
- Images will be fairly and lawfully processed
- Processed for limited, specially stated purposes only.
- Used in a way that is adequate, relevant and not excessive
- Accurate and up to date.
- Kept on file no longer than usual.
- Processed in line with an individual legal rights.
- Kept securely
- Adequately protected if transferred to other building.
- Personal photographic equipment must not be used within the setting.
- Designated work related equipment will only be used to capture still and moving images.
- For the setting to have designated cameras they must either be purchased by the setting or given to the setting as part of a grant or gift.
- These cameras will be fitted with a suitable size memory card. The memory card will be the property of the setting.
- Transferring of images through USB sticks or memory cards will not be permitted.
- As part of each child's registration: Parental permission will be gained to take photos and videos of each child. This will also include permission to use these photos offsite for marketing on our website, in local newspapers, posters, welcome pack and within the wider building.
- Cameras will be available for staff to capture the children to support observation requirements for each child's learning journey and to share with parents.
- The designated person for safeguarding (Melanie Whitley) should be responsible for memory sticks and storage devices.
- Images of children who have left the setting will no longer be kept on a storage device and will be withdrawn from any publication. Consent of images will lapse when a child leaves the early years setting.
- Images which may cause distress upset or embarrassment must not be used.
- Under no circumstances must images be taken of children part dressed or undressed.
- Ensure that a child's name or any other identifying text accompanies their photograph on a display particularly careful when such images may be viewed by the general public.
- Small World have a digital photo frame for the nursery and their registered children use only; this not used in a public place.
- Small World supply cameras where the children take images of each other and their surrounding area. Appropriate supervision and support are given by our practitioners.
- Images are used for the settings website, promotional boards and children's learning journeys (only with sought permission)

## Safeguarding Policy

Small World Nursery has a legal responsibility to make sure that the setting has an effective safeguarding policy and procedures in place and monitors that the setting complies with them. The nursery ensures that our policy is made available to parents and carers if requested. It is the responsibility of the manager to ensure that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting, that the setting has procedures for handling allegations of abuse made against members of staff (including the Nursery Manager) or volunteers and ensure the safe and appropriate use of cameras, mobile phones, technology and on line equipment within the setting. The nursery has an appointed **Safeguarding Designated Person (Melanie Whitley)** who has lead responsibility for dealing with all safeguarding issues in our setting.

It is the responsibility of the Designated Person to ensure that all safeguarding issues raised in setting are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging the whole settings safeguarding training for all staff and volunteers who work with children and young people in our setting. The Designated person must ensure that the whole settings safeguarding training takes place at least every three years; which they can deliver within setting provided they are linked in to the support and quality assurance process offered by the Local Authority.

The Designated Person is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child at our setting and to contribute to multiagency discussions to safeguard and promote the child's welfare.

The Designated Person is responsible for ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures. This includes the E-safety Policy which includes Camera & Image Policy, Mobile Phone Policy, and Acceptable Use Policy.

### **The Prevent Duty**

From the 1<sup>st</sup> July 2015 all schools, registered early years childcare are now subject to a duty to have "due regard to the need to prevent people from being drawn into terrorism" This is duty is known as the Prevent Duty. The Prevent Duty is part of our wider safeguarding duties in keeping children safe from harm, and this new policy reinforces our existing duties by spreading understanding of the prevention of radicalisation.

Here at Small World Nursery, we take safeguarding very seriously, therefore to ensure that we adhere to and achieve the Prevent Duty we will endeavour to provide training for practitioners in order to assess the risk of children being drawn into terrorism. We will work with Parents/Carers through our Key Person Approach to raise any concerns we may have. We will also look to the local children's safeguarding board for advice and support.



### **Promoting British Values**

The best way to help children resist extremist views or challenge views such as creationism is to teach them to think critically and become independent learners, which is fundamental to the Characteristics of Effective Learning and Teaching embedded in the EYFS. We endeavour to support our children through the EYFS by providing playful learning opportunities to help them develop positive diverse and communal identities, as well as their well-being, their empathy and emotional literacy, while continuing to take action to eradicate inequalities, bullying, discrimination, exclusion, aggression and violence; all of which fosters and secures, children's pro-social behaviours and responsible citizenship and real sense of belonging.

For further information with regards to how the EYFS can help children and staff understand British Values and The Prevent Duty, please refer to sections Personal, Social and Emotional Development (PSED) and Understanding the World (UTW).

### **What is not acceptable:**

- Actively promoting intolerance of other faiths, cultures and races/
- Failure to challenge gender stereotypes and routinely segregating boys and girls.
- Isolating children from the wider community.
- Failure to challenge behaviours (whether this is staff, children or parents) that are not in line with the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.

### **What to do if you suspect that children are at the risk of radicalisation.**

- Follow the setting normal Safeguarding Procedures including discussing with the nursery designated safeguarding person, and where deemed necessary, with children's social care. In Prevent priority areas, the local authority will have a Prevent lead who can also provide support.
- The Safeguarding Lead can also contact the local police force or dial 101 (the non-emergency number). They will then talk in confidence about the concerns and help to access support and advice.
- The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk). Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

All Child Protection concerns need to be acted on immediately. If you are concerned you must tell the Designated Person (Melanie Whitley).

### **Security Policy**

Everyone who enters the Schofield Family Centre rings the appropriate video door-bell for entrance to the building. The nursery then has a further door so please ring the bell which is kept closed until a code is entered. Students will not be given the code for this door so please ring the bell and wait patiently until a member of staff

opens it. Once in the nursery, please sign in using the visitor book- this is for safety reasons and also if you lose your attendance sheets then you can check that you attended. Students aren't permitted to open the door to let parents into the nursery.

## Other Information

### Key Tasks

Students will be working with young children at the nursery. Student activities on placement may include the following: playing with children, various games and activities, helping to prepare assist, and clear way activities. Students will generally assist practitioners and work as part of a team. Students may be asked to supervise at lunch or break times but will never be left in charge of a group of children.

### Working Hours

9:00am-4:00pm. There is a one hour lunch break or half an hour on negotiation if you wish to leave earlier.

### Requirements

Students should have a genuine interest in working in an early years setting. Students should be punctual, polite, and friendly and be prepared to interact with both the children and staff. Students should note that the police may be called if there is an incident and that bags may be searched if the situation called for it. Students are expected to adhere to all of the nursery's policies and procedures.

### Staff Room and Toilets

There is a nursery staff room on the top floor which is provided for lunchtimes. Students are welcome to eat their lunch in here if they choose not to go off the premises. Personal possessions (including your mobile phone) must be left in the staff room. Adult toilets are located at the end of the corridor which leads from the front entrance on the nursery floor.

### Age Groups

The children are divided into three age groups within the nursery:

<b>Room</b>	<b>Age Group</b>	<b>Ratio</b>
Stars	6wks-2yrs old	1:3
Rockets	2-3 years old	1:4
Comets/Galaxies	3-4 years olds	1:8



## Student Induction Sheet

Photo	Name:			
	Address:			
	Home Telephone Number:			
	Mobile Number:			
	Emergency Contact Name/Relationship:			
	Emergency Contact Number:			
	Context of Placement:			
	Placement Organiser's Name:			
	Placement Organiser's contact number:			
Assigned Mentor:				
Dates of Placement:		from		to
Please comment on the applicant's:	Excellent	Good	Average	Below average * Please comment below
Trustworthiness				
Reliability				
Timekeeping				
Honesty				
Flexibility				
Competency				
Communication skills				
Team work				
Ability to work on own initiative				
Ability to take and follow instruction				
Interaction with children				

Please comment

Practitioner's signature

Date