

Student Placements

At Little Learners 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 nurseries. We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of our nurseries. We do, however, accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

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 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 and sign their contract in readiness for their first day.

As part of the nursery's safer recruitment and suitability procedures, all students and work experience placements must undergo an interview prior to commencing their placement. Suitable character references, or confirmation of suitability from their school, college or training provider, must be obtained and verified. An Enhanced Disclosure and Barring Service (DBS) check will be required where the student's age and role make this applicable and in line with current EYFS requirements.

Students will receive information regarding safeguarding, child protection, professional conduct, confidentiality, health and safety, mobile phone use and whistleblowing procedures as part of their induction.

Our policy for those on placements is as follows:

- Students will only commence their placement once all required suitability checks have been completed and verified. Students who are not eligible for a DBS check due to their age will remain appropriately supervised throughout their placement.
- 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 are required to read the safeguarding and child protection policy, complete safeguarding induction and receive information regarding reporting concerns before working with children.
- Students will be made aware of the nursery's Whistleblowing Policy and the procedures for reporting safeguarding concerns, poor practice or unsafe behaviour.
- Students will receive appropriate supervision throughout their placement and will not be left unsupervised with children unless this is permitted under nursery policies and suitability requirements.
- Students will be supported to understand nursery policies and procedures.
- We require students to keep to our confidentiality policy.
- Tutors are expected to visit the nursery and/or communicate verbally with the Nursery Manager and/or Room Leader during the student's placement to receive feedback on 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.
- The nursery will provide accurate evaluations of students' abilities and performance for students and training providers and will support any students experiencing difficulties with action plans where 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.
- Students (aged 17 and over) and apprentices (aged 16 and over) may only be included in staff:child ratios where the Nursery Manager is satisfied that they are suitable, competent and responsible, have undergone the appropriate suitability checks, and meet EYFS requirements regarding paediatric first aid qualifications. The decision to include a student or apprentice in ratios will be at the discretion of the Nursery Manager and will be reviewed regularly.

This policy meets the requirements of the Early Years Foundation Stage (EYFS) Statutory Framework effective from 1 September 2026.

Date policy last reviewed/updated	1 st September 2026	Reviewed by	Terri Noone – Interim Regional Nursery Manager Charlie Walton – Nursery Manager Jodie Richards – Nursery Manager
Date of next review/update	September 2027		