



Saint Brendan's Nursery Class



Students Policy

Students are valued at St. Brendan's Nursery and the Senior Leadership Team and staff will guide and support in order to provide a quality learning experience where they can fulfil their potential.

Students:

- On arrival, students will be introduced to who has management responsibility for students
- Student PVG's must be handed into office for photocopying. The copy will be kept on file for reference
- The student will be given the opportunity to meet the Lead Practitioner and the staff team, and will be given a tour of the establishment
- The Lead Practitioner will carry out induction training with students to familiarise themselves with practice, policies and procedures
- Students must sign in/out everyday and make themselves aware of the fire procedures in case of emergency
- The Lead Practitioner will make students aware of the policies and procedures within the nursery
- A handbook will be provided for each student
- A settling in period will be allocated for students on to allow the student time to settle, familiarise themselves with the establishment, practice and children
- The student's first point of contact is the Lead Practitioner who has key responsibility for them
- It is the student's responsibility to present themselves in professional manner, adhering to the dress code policy and at all times observing and implementing the good practice which is role modelled by the staff.
- Students must be prepared to carry out roles and responsibilities as requested by the Lead Practitioner

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- It is vital that students have their written work available for their mentor to view at any time.
- Students work as part of the team for setting up the areas and tasks in preparation for the session
- Paperwork will be completed within the playroom only when all tidying, cleaning and replenishing has been carried out

- In the case of absence all students must contact the school office and their tutor at the earliest opportunity before 8:40am
- If a student requires time off for eg: medical/dentist appointments, then they must inform the Lead Practitioner who will organise this with SLT on their behalf. All appointments should be made for end of day where possible
- Students are expected to attend all staff/playroom meetings unless otherwise requested
- Students will not have responsibility for toileting or dressing/changing children
- At no time should a student be left on their own with a child/children
- Students must maintain confidentiality at all times as per nursery policy
- If Students are photographing children, this must be done on a nursery device and only children whose parents have consented to photographs may be photographed. Any photographs taken should only be for the purposes of evidencing learning e.g.: learning journals. If any photos are required for coursework, then the child's face must be blanked out.
- If a student has concerns with regard to Child Protection, then they must follow the CP policy
- The nursery policies and procedures are available for students to view and use the information within the policy folder on our Team
- If a student has any request, concerns or worries they can be discussed with the Lead Practitioner who will endeavour to support and help at all times.
- All students have the right to express any concerns they may have regarding their supervisor with the management team
- All students must be made aware of the NLC whistleblowing policy

The staff at St. Brendan's Nursery will treat all students with respect and equality. The student should use every opportunity within the nursery to learn, grow and develop their knowledge and skills to a high level.

Reviewed: March 2024

Reviewed: March 2025

Reviewed: March 2026

Review by: March 2027