



HARVEY ROAD DAY NURSERY LIMITED

Student Policy

Students in placement will be encouraged to take an active part within the general nursery life and will be supported by the potential. We will achieve this by:

- The student visiting prior to their agreed start date to discuss mutual expectations.
- Starting with where to find the nursery's policies and procedures, and student details form;
- Assigning the student to a supervisor within their base room (the nursery will only offer a placement to one student per room, so as not to overwhelm the room and therefore be unable to offer effective support and supervision to the student).
- The student attending for the full seven and a half hours of the working day (either 8 to 4.30 or 9 to 5.30, with the usual lunch break; different hours may be agreed if the student is travelling from outside Cambridge and is relying on public transport); unless they are school work experience students.
- Including them in any fundraising events or outside excursions as appropriate during their time.
- The Manager and Supervisor reviewing competences one month after the start date to assess the student's ability (this clause applies to long-term students only). This does not apply to school work experience students.
- Applying our safe guarding policy, this will mean that students are not allowed unsupervised toilet changing duties, and they will not be placed in vulnerable situations for their own protection.
- Giving access to all training materials within the Nursery.

The following requirements will apply:

- Students must follow instruction on behavior and practice given by supervisors and staff.
- Students are not permitted to offer any outside childcare arrangements to families of children within the Nursery.
- Students will not be permitted to administer medicines and will only be allowed to assist in basic first aid.
- Students will adhere to all nursery policies and procedures, paying special attention to confidentiality and General Data Protection Regulations (GDPR).
- Photography is not permitted unless otherwise agreed with the supervisor.
- Mobile phones, cameras or any technical devices are not allowed in the Nursery.
- Students will always seek nursery and parental permission prior to carrying out observations or any other work in relation to their courses.
- For reasons of safety, jewelry should be kept to a minimum.
- Long hair should be tied back.
- Flat shoes and a college top should be worn.
- If the student is not able to attend the nursery, they should report this by telephone by 8.00am.
- Students are to bring their own lunch.

This policy was adopted on	Signed on behalf of the nursery	Date for review
August 2024	Suzanne Baldry – Nursery Manager	August 2025