**Student/Trainees/Young Person Policy**

The Ark Nursery recognises that the quality and variety of work which takes place in a childcare setting makes it an ideal place for students to gain work experience or training. 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.

Students on placements will not be counted in ratio’s and will be supervised at all times

Trainee apprentices over the age of 16 may be included in ratio’s if deemed capable.

We recognise our responsibility towards the student/trainee/young person with regards to safeguarding, health and safety and employment law.

Any trainee under the age of 17 will not work more than 8 hrs in any one day and will have a break at least every 4.5hrs.

* We will ensure that students are confirmed by their tutor as suitable for the placement.
* We will provide the student with full information about the role and responsibilities within the setting during their time with us.
* We will provide a student induction.
* We will provide the student with a staff mentor.
* We will ensure all students are supervised. We will ensure that students who are required to conduct child studies are aware of the need to obtain written permission from the parents of the child to be studied.
* We will ensure that any information gained by the students about the children, families or other adults in the provision remains confidential.
* We will liaise regularly with the school/college and provide feedback on the placement and supporting the student with any learning/course needs as required.
* Students on placement will usually work school or college hours unless requested otherwise by their tutors

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