

University of Warwick Nursery

POLICY AND PROCEDURE FOR ACCEPTING STUDENTS INTO NURSERY

The Nursery and staff recognise the value, both to the Nursery and to the students, of accepting students into the Nursery.

Students attend through two sources; work experience students through the Connexions service and work placement students through the local FE colleges.

Work experience students – These are students who are currently in full time education and are gaining experience in a chosen field as part of the National Curriculum. Generally these students are under 18 years of age and have not been issued with a DBS certificate. Therefore they **must not** be counted as a member of staff to satisfy ratios, should not at any time be left alone with a group of children or be asked to change nappies.

Work placement students - these are students who are currently working toward a childcare qualification through the City College. Generally these students are under 18 and **have** been issued with a DBS certificate. This means that it is permissible for them to change nappies but they must not be counted as a member of staff to satisfy ratios and should not be left alone with a group of children.

In both cases the education establishment they attend will make arrangements for their work experience placement and it is through the school or college that contact should be made.

Under no circumstances should students “cold calling” at the Nursery be given access to the Nursery.

Nursery Nurses employed at crèche 3 level have responsibility for students and will work alongside them to ensure that they are properly supervised at all times.

On arrival students should be introduced to their supervisor, given a quick tour of the Nursery and given a copy of the Nursery handbook. A vacant locker will be made available to the student for personal effects; (it may be necessary for more than one student to share one locker).

