



## **Students, apprentices and volunteer's Placement policy**

This policy represents the agreed principles for Students, apprentices, and volunteer's placement throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for. Alongside all of Jack in the box's policies and procedures.

We recognise that the quality and variety of work, which goes on in a nursery school, makes it an ideal place for student on placement from school, college childcare courses as well as those on apprenticeships.

At Jack in the box, we support students and apprentices to ensure we foster and shape the workforce for the future. At times their maybe students on placement within the nursery as well as staff completing their level 2/3 qualifications through outside educational providers whilst completing apprenticeships/ college courses.

Students, apprentices/ volunteers are welcomed into the nursery school on the following conditions:

- They undertake a full induction conducted by the manager.
- Access training as required by the manager.
- They have read, understood and adhered to all our policies and procedures with particular attention paid to our core policies, this includes the settings whistleblowing procedures, Safeguarding and health and safety procedures.
- The needs of the children are paramount. Apprentices/ students/volunteers must be apart of our ongoing staff suitability procedures and declare any reason why their suitability to work with children may have changed during their placement/ employment.
- Students will not be admitted in numbers which hinders the essential work of the nursery.
- Maintain a high standard of work, behaviour, appearance and attendance whilst at the nursery.
- Students required to carry out child studies will obtain written permission from the parents of the child to be studied.
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course, which provides necessary background understanding of children's development and activities as set out in the Early Years Foundation Stage (EYFS) Framework requirements and will adhere to these at all times. Whilst studying all tasks set by educational providers/ tutors must be kept up to date within your requirements. If your coursework falls behind at any point, your placement will be at risk.
- Any more information gained by the students about the children, families or other adults in the nursery school must remain confidential. Records of information will be held at the nursery.

Jack in The Box Student, apprentices and volunteer’s Placement Policy

- Students will never be left unattended with children. Any young person in the setting under the age of 18 is considered a child by law, therefore Jack in the Box will be vigilant towards their safety and well-being. We will provide a mentor or buddy within the setting who can support their well-being and any safeguarding concerns which will be dealt with according to our safeguarding policies and procedures.
- Unless registered as a fit person, a student will not have unsupervised access to children. If for any reason the staff, children, parents or carers are unhappy with a student then it will be necessary for he or she to leave immediately.
- Staff/ apprentices / volunteers/ students under the age of 17 cannot count towards the ratio and should be supervised at all times. Students and long-term volunteers (aged 17 or over) and apprentices (aged 16 or over) may count in ratios at the level below their level of study but only if Jack in the Box managers are satisfied, they are suitable, competent, responsible and they hold a valid and current paediatric first aid qualification and DBS check.
- Mobile phones must be kept in bags/ cash box in the secure designated area.
- Managers must be provided with all personal details (including medical needs) and emergency contact details for all students.
- References must be obtained by the educational provider before the student can start placement.
- Ensure the nursery environment is safe and secure for all children at all times and report any issues that arise.
- Share any safeguarding concerns they may have with their buddy/ mentor or the Designated Safeguarding Lead (DSL)
- Students will never prepare snack or be left unattended at a table while children are eating.
- Students will never undertake intimate care procedures or administer first aid to children
- Apprentices once they have obtained the level of experience and an enhanced DBS check has been undertaken may perform intimate care duties.
- Help and support with the day-to-day running of the nursery by undertaking tasks determined by management.
- Take part in staff meetings, all staff training as required by the nursery, some of which can be accessed by our online training provider ‘Flick’.
- The nursery always welcomes visits from tutors to discuss students on placement.

**This policy was adopted by the managers and staff in September 2025**

**Signed on behalf of Jack in the Box Manager .....**

**Staff Signatures:**