



Student Placement policy

This policy represents the agreed principles for Student 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.

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 and college childcare courses as well as those on the diploma in nursery school practice.

Students are welcomed into the nursery school on the following conditions:

The needs of the children are paramount.

Students will not be admitted in numbers which hinder the essential work of the nursery school.

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.

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.

Students will never be left unattended with children.

Unless registered as a fit person, a student will not have unrestricted access to children.

If for any reason the staff, children or parents are unhappy with a student then it will be necessary for he or she to leave immediately.

Staff/ volunteers/ students under the age of 17 cannot count towards the ratio and should be supervised at all times.

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.

The nursery always welcomes visits from tutors to discuss students on placement.

This policy was adopted by the managers and staff in September 2024

Signed on behalf of Jack in the Box Manager

Staff Signatures: