



STUDENTS, APPRENTICES, AND YOUNG WORKERS

Purpose

We are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students, apprentices, and young workers to join our staff team and gain work experience within our nursery. We will accept one or two students at a time as more students than this places undue pressure on staff. We do, however, accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

We will only offer placements to students who are associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college, training provider or school.

Policy

We recognise that students, apprentices, and young workers, under the age of 18 years, often come into the workplace straight from education and/or without any work experience. This can be a big change, particularly if it is from a school environment where they have had many years of being told what to do by their teachers and parents. Therefore, they may require extra support and a more flexible management approach at the beginning of their employment while they become accustomed to the workplace environment. Our aim is to provide supportive and effective management to enable our younger workforce to become skilled and valued members of the team. Opportunities will be given to read and discuss relevant health and safety policies, receive a copy of the Student Handbook, and sign their contract in readiness for their first day.

Policy for student placements. All students -

- will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins
- are assigned to a senior member of staff who will supervise their work and explain the health, safety, and fire requirements of the nursery
- will always be supervised by the member of staff assigned to them and will not be left alone with the children. They will only change nappies under supervision.
- will be supported to understand nursery policies and procedures
- are required to keep to our [Confidentiality policy](#)
- during their placement, may expect a visit from their tutor
- students will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance. Staff will respect individual students' needs and abilities
- an accurate evaluation of ability and performance for both students and training providers will be provided and the nursery will support students who are experiencing difficulties with action plans if needed

Policy for Apprentices and Young Workers – basic company expectations include:

- being punctual – it will be made clear that it is not acceptable to be late to work. The impact of any absence on their colleagues and repeated lateness will be explained, and that this behaviour could lead to disciplinary action.



- dressing appropriately – our dress code or policy will be shared and explained.
- carrying out tasks properly – it will be made clear what exactly they must do in their job, how they should do it and who to go to for help. Any targets will be explained, and we will clarify the employee's understanding of what the targets are and what may happen if they don't achieve them.
- following the rules of the organisation – give them access to and/or explain the organisation's policies and procedures. It is important that a younger worker understands the organisation's policies and what may happen if they are not followed. For example, not following the [Health and Safety policy](#) could lead to serious injury and/or could be a disciplinary matter.

All Students, Apprentices, and Young Workers will -

- treat colleagues and customers with respect - the importance of respecting equality and diversity, and working productively with colleagues and customers, should be made clear.
- maintain parent partnerships, parents will be informed when students are present in the nursery e.g. via the parent noticeboard. Wherever possible this will be accompanied by a recent photograph of the student
- adhere to the same [Codes of Conduct](#) as permanent staff including timekeeping and dress codes
- be encouraged to contribute fully to the nursery routine and to spend some time in every area.

We will also ensure that the following is firmly in place to support and develop our apprentices and members of our younger workforce:

- provision of practical guidance in areas such as working hours, breaks (including toilet breaks), working conditions, annual leave entitlement etc.
- appropriate and effective safeguarding training to include the use of personal devices in work (e.g. mobile phones) and/or using social media responsibly.
- they are competent and comfortable with the basic duties of the role and provide training where necessary.
- understanding of the health and safety procedures and why these must be followed.
- understanding of how their performance will be assessed e.g. the probationary period and any targets that they are expected to meet.
- regular Supervision with their line manager to discuss everyday issues and address any concerns that may arise.
- provide plenty of opportunities for them to ask questions and clarify their understanding.
- help them to settle in by assigning a workplace buddy to guide and support them.

In some cases, we may include students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) in our staff: child ratios. This will be at the discretion of the Manager and will only occur when the Manager is satisfied the student/apprentice is competent and responsible.

The following employment rules relating to apprentices and workers under the age of 18 years will always be observed:

- any apprentice under the age of 17 years MUST be on a long-term placement, and undergoing training, before they will be permitted to be counted in adult: child ratios.
- a 30-minute rest break if they work more than 4.5 hours will be provided.
- a daily rest of 12 hours between shifts will be provided.
- a weekly rest of 48 hours will be provided



- a **MAXIMUM** 8-hour working day and a **MAXIMUM** 40-hour working week.

Associated documents:

- Confidentiality policy
- **Health & Safety policy**
- Codes of Conduct policy
- Supervisions and Appraisals policy