



Trainees

At Waltham Pre-school we are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our pre-school. We generally accept one student at a time as more students than this places undue pressure on staff.

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.

We expect all students to visit the pre-school for an interview, followed by their student induction. At this time, students will have the opportunity to read and discuss relevant health and safety policies.

Our policy for those on placements is as follows:

- All students (depending on age) will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins and proof will need to be shared with us if it has been carried out by their establishment.
- All students are assigned to a senior member of staff who will supervise their work and explain the health, safety, confidentiality and fire requirements of the pre-school.
- Students will be supervised at all times by the member of staff assigned to them and will not be left alone with the children. They will not change nappies or do any intimate care.
- Students will be supported to understand pre-school policies and procedures.
- We require students to keep to our confidentiality policy and social media policy.
- It is expected that during the student's placement, their tutor will visit the pre-school or have verbal communication with the manager to receive feedback about the student's progress.
- 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 pre-school will support students who are experiencing difficulties with action plans if needed.
- All students on placement must adhere to the same codes of conduct as permanent staff including time-keeping and dress codes,
- All students are encouraged to contribute fully to the pre-school routine.

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.