

**NS25  
Little Stars Day  
Nursery  
Student Placement  
Policy**



**TEC  
Partnership**

Changing lives every day

### Change Control

Policy Name and Reference	Student Placement Policy
Version	V1.10
Name of Responsible Committee	GLT
Job Title of Responsible Author	Nursery Manager
Date First Issued	October 2012
Date Current Version Issued	01/03/2026
Date of next Planned Review	01/03/2028

### Revision History

Version	Date	Type of Amendment	Amendment Details
V1	October 2012	New	New
V1.1	October 2013	Reviewed	Reviewed
V1.2	Nov 2014	Reviewed	Reviewed
V1.3	March 2015	Reviewed	Reviewed
V1.4	March 2016	Reviewed	Reviewed
V1.5	July 2017	Updated	Updated
V1.6	July 2018	Reviewed	Reviewed
V1.7	June 2019	Reviewed	Reviewed
V1.8	October 2021	Reviewed	Reviewed
V1.9	October 2022	Reviewed	Reviewed
V1.10	January 2026	Updated	Updated to reflect student investigations and this process.

## **Little Stars Day Nursery Student Placement Policy**

Little Stars Day Nursery recognises that the quality and variety of work which takes place in a childcare setting makes it an ideal place for students to gain work experience or training.

We aim to provide an environment in which students on placement will, under the guidance of a skilled staff team, experience examples of quality practice.

- Students under the age of 17 will not be counted in ratios and will be always supervised.
- Students aged 17 and over who are undertaking a long-term placements, volunteers and staff working towards an apprenticeship may be included in ratios only when we are satisfied that they are competent enough to be unsupervised. They will only count in Ratio at the level below their level of study. All students should be DBS checked through the TEC Partnership, or relevant establishment the student has come from, before commencing placement.
- We recognise that the needs of the children are paramount, and students will not be included into ratio numbers if that hinders the essential work of the provision.
- We will ensure that students are confirmed by their tutor as being engaged in a childcare course which provides necessary background understanding of children's development and activities.
- We will provide the student with full information about the role and responsibilities within the setting during their time with us.
- We will ensure students are known and introduced to parents / carers, where necessary.
- We will provide a student induction.
- We will provide the student with a staff mentor.
- We will ensure all students are supervised when required.
- We will allow students to create activities they need to complete their studies and will have regular observations from their tutors if necessary.
- We will ensure that students who are required to conduct child studies obtain written permission from the parents of the child to be studied, and that these observations are checked by a member of staff before being allowed in the student's portfolio.
- We will ensure that any information gained by the students about the children, families or other adults in the provision remains confidential.
- We will provide a termly and final review of a student placement between the staff mentor, manager of the setting, student and student tutor to ensure all needs are being or have been met.

- We will liaise regularly with the student's school/college and provide feedback on the placement.
- We will not tolerate any negative behaviours or attitudes from students, and students may be asked to leave the setting/placement if this is the case, or if we feel there is a conflict of interest. This will be discussed with Student Coordinator, management and tutors at the respected college
- If any student is under investigation they will not be allowed in nursery until the investigation has concluded and an outcome received via the relevant department. This is to ensure that safeguarding is met.
- We will work with the relevant team / inclusion to try to meet the needs of the students, however if we feel the students' needs are too high for us to meet as an operational setting with reserve the right to decline placements.
- We withhold the right to suspend /cancel placements at any time.

# NS25

# Little Stars Day Nursery Student Placement Policy

