

## **STUDENTS POLICY**

**Bowden House Day Nursery will be working closely with Trafford College in the training of Level 2 and Level 3 apprentices. We will accept students after they have completed a satisfactory interview & recruitment process.**

- 1. Students will go through an induction Programme (see training & development file). They must also sign a copy of the confidentiality agreement of the setting.**
- 2. Dress codes and time keeping must be followed as with all staff members.**
- 3. Students will be assigned to a senior staff member to oversee their knowledge of safety and fire procedures.**
- 4. Only students deemed as competent to do so who hold an enhanced DBS can take children to the toilet or change nappies without supervision.**
- 5. Non qualified students will not be left in charge of children either inside or at outdoor play.**
- 6. Medication is not to be administered by a student.**
- 7. If parents require any information regarding their child students must refer them to a staff member.**
- 8. All students must have a DBS check.**
- 9. All apprentices must be delivered 20% of their time carrying out off the job training which must be logged by the apprentice on their Onefile account.**