



Work Experience Policy

December 2025

Review: Decemberr 2026 (or when required)

Kidzproof Ltd recognises that qualifications and training make an important contribution to the quality of care and education provided by early year's settings. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training. We also offer placements for school pupils on work experience. 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.

The nursery has employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.

We expect all students to visit the nursery for an interview, on day 1 the student will have an induction and nursery tour. 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:

- Students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s). (If over 16)
- All students are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the nursery
- Students in our nursery to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- Schools, colleges or universities placing students under the age of 17 years with our nursery to vouch for their good character.
- All students under the age of 17 years to be supervised at all times and do not allow them to have unsupervised access to children.
- Students will be supervised at all times by a qualified member of and will not be left alone with the children.
- Students undertaking qualification courses who are placed in our nursery are not counted in our staffing ratios.
- Students will be supported to understand nursery policies and procedures
- We require students to keep to our confidentiality policy

- Students are asked not to use their mobile phones whilst on the Kidzproof premises as they will be in breach of policies and procedures. (Staff mobile phones are kept locked away during working hours)
- Students are not to post anything on any social media platform.
- It is expected that during the student's placement, their tutor will visit the nursery or have verbal communication with the Student Co-ordinator 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 nursery will support students who are experiencing difficulties with action plans if needed
- To maintain parent partnerships, parents will be informed when students are present in the nursery e.g. via Family App. Wherever possible this will be accompanied by a recent photograph of the student
- 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 nursery routine and to spend some time in every area.
- Students will follow staff instructions at all times and respect all policies and procedures whilst on placement.