



The Nursery welcomes work experience pupils and students. Prior to accepting any pupil or student the Nursery insists that:

- The school or college certifies that the pupil or student that wishes to attend work experience is particularly interested in working with young children and has carried out a risk assessment for suitability which is shared with the Nursery prior to the Work Experience placement.
- The school or college certifies that the pupil or student is not carrying any infectious illness.
- The school agrees the hours that the pupil or student is to attend the Nursery, and the pupil or student is aware of these timings, and can attend at these times.
- The school or college certifies that the pupil has not been suspended from school or college at any time.
- The work experience person must conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.
- The work experience person should be punctual and let the Principal know at the earliest opportunity if they are going to be absent.
- The work experience person must have regard for wearing appropriate clothes and shoes when working with children, paying due regard to health and safety issues.
- Personal mobile phones may not be used during working hours. The Nursery phone can be used to make or receive emergency calls. Refer to Policy 22 – Mobile phone, Electronic Devices and Camera Policy.
- Family members and friends should not visit staff during their working hours.
- Comments or information pertaining to the Nursery or any staff, child or parent connected with the setting must not be placed on social networking sites such as Facebook, Twitter or My Space. Refer to Policy 28 – Social Networking Policy.
- Under no circumstances should any arguments or disagreements between members of staff or the work experience person occur in the presence of children or parents/carers.
- No smoking, alcohol or drug use is permitted on the Nursery's premises.

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- No bullying, swearing, harassment or victimisation will be permitted on the Nursery's premises.
- Offensive behaviour such as sexist or racist language or harassment will not be tolerated.
- The work experience person is expected to treat everyone respectfully at all times.
- Behaviour deemed inappropriate may lead to an end to the Work Experience placement.

### **Confidentiality - Refer to Policy 03 – Confidentiality Policy**

Confidentiality within the Nursery must be respected by:

- Not discussing individual incidents, behaviour or information about children in front of parents/carers and other children.
- Not discussing confidential matters about children with other parents/carers.
- Not discussing confidential matters about parents/carers with children or other parents/carers.
- Not discussing confidential information about other staff members, students or volunteers.

During the week at Nursery, the work experience person will work with various members of staff in each of the rooms within the Nursery.

The work experience person will not be left unattended with the children at any time and will not carry out any personal duties, for example toilet assistance or changing of clothes.

At the end of the week the Nursery will write a confidential report on the young person and the experience which will include reference to any particular problems that were encountered.

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Signed for and on behalf of Foxglove Violet Hill

Lindsey Harvey (Principal) :

Date :

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