



Liskeard Child Development Centre
Sunshine Room

36. Students

The CDC is committed to sharing good practice with those wishing to pursue a career in child or medical care. Therefore, students will be welcomed to join our staff team and gain work experience within our CDC. We welcome the chance to encourage training. We accept student placements and recognise this as an opportunity to examine and revise our own practice. We will accept 1 student in any one class at a time as more students than this places undue pressure on children and staff in our class environment. We do, however accept occasional placements when research or studies are being carried out that will be of benefit to childcare.

Students are expected to be associated with a recognised child-related or medical related course. Placements will be offered after discussions with the appropriate tutors, and close links have been established with the college or school.

Students will attend a visit to the CDC for an interview, followed by their student induction and CDC tour. At this time, students will have the opportunity to read and discuss relevant health and safety policies, receive a copy of the Student Handbook, and sign their contract in readiness for their first day:

- All students will have an enhanced DBS check through their college or university and the CDC will receive a letter of assurance that this has been completed before their placement begins.
- Students will be supervised at all times by a member of staff assigned to them and will not be left alone with the children.
- Students will be asked to read all CDC policies that relate to their placement during their student induction.
- We require students to keep to our confidentiality policy.

- It is expected that during the student's placement, their tutor will visit the CDC or have verbal communication with the Students Co-ordinator to receive feedback about the student's progress.
- Students will be offered support and guidance throughout their placement and offered constructive honest feedback in respect of their performance. Staff will respect individual students' needs and abilities and will aid their development.
- An accurate evaluation of ability and performance for both students and training providers will be provided and the CDC will support students who are experiencing difficulties with action plans if needed.
- To maintain parent partnerships, parents will be informed of when students are present in the CDC through introduction or letter.

All students on placement must adhere to the same codes of conduct as permanent staff and this also applies to time-keeping and dress codes. Confidentiality must be upheld at all times. Students are attached to a senior member of staff who will supervise their work and explain the health, safety and fire requirements. All students are encouraged to contribute fully to the CDC routine and to spend some time in each area. Students must not be left alone with children and they should only be allowed to change nappies when supervised.

Internal use only

This policy was adopted on	
Signed on behalf of the CDC	
Date disseminated to staff	
Date for review	