



# Student & Volunteer Placement Policy

Bijou Day Nursery & Crèche, Cowbridge

**Policy owner:** Nursery Manager / Rheolwr y Feithrinfa

**Version:** 2.0

**Last reviewed:** June 2026 / Mehefin 2026

**Next review:** June 2027 / Mehefin 2027

**Approved by:** Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

## 1. Policy Statement

Bijou Day Nursery & Crèche welcomes students and volunteers who wish to gain experience in early years childcare. We are committed to ensuring that all placements are managed safely and beneficially for children, staff and the students/volunteers themselves.

This policy complies with the Safeguarding Vulnerable Groups Act 2006; National Minimum Standards for Regulated Childcare (Wales) 2016; Wales Safeguarding Procedures 2019; Data Protection Act 2018; and CIW guidance.

## 2. Eligibility & Vetting

- All students and volunteers must undergo an enhanced DBS check with barring list before starting their placement
- A reference from the education institution or a personal reference is required
- Students under 16 do not require a DBS check but must be supervised at all times and are counted as children (not adults) for ratio purposes
- Students aged 16+ require a DBS check; they are not counted in ratios and must not be left alone with children
- All volunteers over 16 require an enhanced DBS check

## 3. Induction

Before starting, all students and volunteers receive a comprehensive induction covering:

- Safeguarding and child protection procedures (including how to report concerns)
- Health and safety procedures, including fire evacuation
- Confidentiality requirements — all information about children and families is strictly confidential
- Camera and mobile phone policy — personal devices must be stored in lockers
- Code of conduct and expected behaviour
- The nursery's daily routine, policies and values

A Student/Volunteer Induction Checklist is signed and kept on file.

## 4. Supervision During Placement

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- Students and volunteers are **never left alone with children** at any time
- They are not counted in adult-to-child ratios
- A named member of staff acts as their placement supervisor
- The supervisor provides regular feedback and support
- Students and volunteers do not carry out personal care routines (nappy changing, toileting) unless under direct supervision as part of their assessed learning

## 5. Confidentiality

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- All students and volunteers sign a confidentiality agreement before starting
- They must not discuss children, families or staff outside the nursery
- Photographs of children must not be taken on personal devices
- Written coursework must anonymise all children and the nursery setting unless explicit consent is given

## 6. Work Experience Students (Under 16)

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Students on short-term work experience from local schools are welcome. They observe rather than participate in care routines and are supervised at all times by a named staff member.

## 7. Ending a Placement

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A placement may be ended early if a student or volunteer breaches confidentiality, safeguarding policies or the code of conduct. In such cases, the education institution will be informed.

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**Bijou Day Nursery & Crèche**

Responsible Individual: Samantha Rennison

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