

Work Experience Students

Welcome to Felixstowe Nursery School, We hope your time with us will be a happy, rewarding and informative one. We appreciate that when starting at the setting everything will be new and unfamiliar and that you will have a lot of new information given to you. We have compiled a list of the main points that will help you to be more informed and aware of the settings guidelines dealing with important information/guidance and how it applies to you.

- All information regarding the setting, the children and their families' remains confidential at all times and should not be discussed outside of the nursery setting. The settings policies and procedures regarding this can be found in the Policies and Procedures folder in the reception area. Schools/colleges will be informed of any breaches of confidentiality which will result in exclusion from the setting.
- If your course requires you to carry out specific studies on a specific child you must obtain written parental permission/consent and show this to the manager prior to starting such studies.
- All staff and volunteers at the setting have DBS (Disclosure and Barring Service) checks and therefore are classed as suitable persons to care for all the children's personal needs. To protect the children and yourselves you must not be alone with any child at any time this includes taking them to the bathroom even if they ask you to ask a member of staff to attend to them.
- If a child tells you something you are concerned about please speak to a member of staff immediately.
- No personal mobile phones are to be kept on your person during session as photographic images can be taken and this prohibited as part of our settings safeguarding policies and procedures. They should be left in the locked kitchen area for your protection as well as the children's.
- We appreciate many of you access social networking sites but no aspects of the nursery, including children, their families or staff details are to be discussed in any form on such sites, this confidential information.
- Fire drills/practices are carried out regularly in the setting. A whistle is blown to start the drill, staff will line the children up at the nearest fire exit and when all present will lead them out onto the churchyard garden where the manager/deputy will call the attendance register before returning to the building.
- Fire exits are at the main entrance and at the back of the main playroom where fire extinguishers are also located. A fire blanket is situated in the kitchen.

All staff are available to assist you at all times in any way they can and are happy to provide information, support, guidance and tuition should you require it. We hope you enjoy your experience and please ask if you have any questions or concerns we are here to help.