STUDENTS POLICY

At Wibli Wobli Nursery we are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our nursery. We will accept one student at a time as more students than this places undue pressure on staff. We do, however, accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

We will only offer placements to students who are associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college or school.

We expect all students to visit the nursery for an interview, followed by their student induction and nursery 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.

Our policy for those on placements is as follows:

- All students will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins
- 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 will be supervised at all times by the member of staff assigned to them and will not be left alone with the children. They will only change nappies under supervision
- Students will be supported to understand nursery policies and procedures including, Safeguarding, Health and Safety, Equal Opportunities and Whistleblowing policies.
- We require students to keep to our confidentiality policy
- 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 the parent noticeboard. 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.

In some cases we may include students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) in our staff: child ratios. This will be be in line with the requirements outlined in the NMS and at the discretion of the manager and will only occur when the manager is satisfied the student/apprentice is competent and responsible.

This policy was adopted on	Signed on behalf of the nursery	Date for review
27/10/2026	*L.George*	*10/2027*

POLISI MYFYRWYR

Ym Meithrinfa Wibli Wobli rydym wedi ymrwymo i rannu arfer da gyda'r rhai sy'n dymuno dilyn gyrfa mewn gofal plant. Rydym yn croesawu myfyrwyr i ymuno â'n tîm staff a chael profiad gwaith yn ein meithrinfa. Byddwn yn derbyn un myfyrwyr ar y tro gan fod mwy o fyfyrwyr na hyn yn rhoi pwysau gormodol ar staff. Fodd bynnag, rydym yn derbyn grwpiau bach neu leoliadau achlysurol pan fydd ymchwil neu astudiaethau yn cael eu cynnal a fydd o fudd i ofal plant.

Byddwn ond yn cynnig lleoliadau i fyfyrwyr sy'n gysylltiedig â chwrs cydnabyddedig sy'n gysylltiedig â phlant, neu ar adegau, disgyblion o ysgolion uwchradd lleol ar brofiad gwaith. Rydym yn cynnig lleoliadau dim ond ar ôl trafodaethau gyda'r tiwtoriaid priodol a sefydlu cysylltiadau agos â'r coleg neu'r ysgol.

Disgwyliwn i bob myfyriwr ymweld â'r feithrinfa am gyfweliad, wedi'i ddilyn gan gyfnod sefydlu myfyrwyr a thaith o amgylch y feithrinfa. Ar hyn o bryd bydd cyfle i fyfyrwyr ddarllen a thrafod polisïau iechyd a diogelwch perthnasol, derbyn copi o Lawlyfr y Myfyrwyr a llofnodi eu contract yn barod ar gyfer eu diwrnod cyntaf.

Mae ein polisi ar gyfer y rhai ar leoliadau fel a ganlyn:

- Bydd pob myfyriwr yn cael gwiriad manylach gan y Gwasanaeth Datgelu a Gwahardd cyn i'w lleoliad ddechrau
- Mae'r holl fyfyrwyr yn cael eu neilltuo i uwch aelod o staff a fydd yn goruchwylio eu gwaith ac yn esbonio gofynion iechyd, diogelwch a thân y feithrinfa.
- Bydd myfyrwyr yn cael eu goruchwylio bob amser gan yr aelod staff a neilltuir iddynt ac ni fyddant yn cael eu gadael ar eu pennau eu hunain gyda'r plant. Dim ond dan oruchwyliaeth y byddant yn newid clytiau
- Bydd myfyrwyr yn cael eu cefnogi i ddeall polisïau a gweithdrefnau'r feithrinfa, gan gynnwys polisïau Diogelu, Iechyd a Diogelwch, Cyfleoedd Cyfartal a Chwythu'r Chwiban.
- Rydym yn gofyn i fyfyrwyr gadw at ein polisi cyfrinachedd
- Yn ystod lleoliad y myfyriwr, disgwylir y bydd eu tiwtor yn ymweld â'r feithrinfa neu â chyfathrebu ar lafar gyda'r Cydlynydd Myfyrwyr i dderbyn adborth am gynnydd y myfyriwr
- Bydd myfyrwyr yn cael cynnig cymorth ac arweiniad drwy gydol eu lleoliad ac yn cael adborth adeiladol gonest mewn perthynas â'u perfformiad. Bydd staff yn parchu anghenion a galluoedd myfyrwyr unigol
- Darperir gwerthusiad cywir o allu a pherfformiad myfyrwyr a darparwyr hyfforddiant a bydd y feithrinfa'n cefnogi cynlluniau myfyrwyr os oes angen.
- Er mwyn cynnal partneriaethau rhieni, hysbysir rhieni pan fydd myfyrwyr yn bresennol yn y feithrinfa ee trwy hysbysfwrdd y rhieni. Lle bynnag y bo modd, bydd llun diweddar o'r myfyriwr yn dod gyda hyn
- Rhaid i bob myfyriwr ar leoliad gadw at yr un codau ymddygiad â staff parhaol gan gynnwys cadw amser a chodau gwisg
- Anogir pob myfyriwr i gyfrannu'n llawn i drefn y feithrinfa ac i dreulio peth amser ym mhob ardal.

Mewn rhai achosion, gallwn gynnwys myfrwyr sydd ar leoliadau tymor hi (os ydynt yn 17 oed a hŷn) yn ogystal â staff sy'n gweithio fel prentisiaid mewn addysg gynnar (16 oed a hŷn) yn ein cymarebau staff: plant. Bydd hyn yn unol â'r gofynion a amlinellir yn y Safonau Gofynnol Cenedlaethol ac yn ôl disgresiwn y rheolwr a dim ond pan fydd y rheolwr yn fodlon bod y myfyriwr / prentis yn gymwys ac yn gyfrifol.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
27/10/2026	*L.George*	*10/2027*