

# *Mad Hatters*

## **Students Policy**

Mad Hatters will only accept one student at a time. Students being allowed at the nursery the following procedures must be followed;

- Full risk assessment
- If under the age of 18 then a young person's risk assessment must also be completed
- Health and Safety procedures reviewed and suitably updated to include students and/or young persons
- Job description and student's duties reviewed and suitably updated
- Staff meetings to be arranged informing all staff of a student's roles and responsibilities as well as their own.

No students will be accepted at the nursery without consent of the Manager. There are to be no exceptions to this rule.