



# Jersey Child Care Trust

## Student Placement

Everything you need to know about  
your placement

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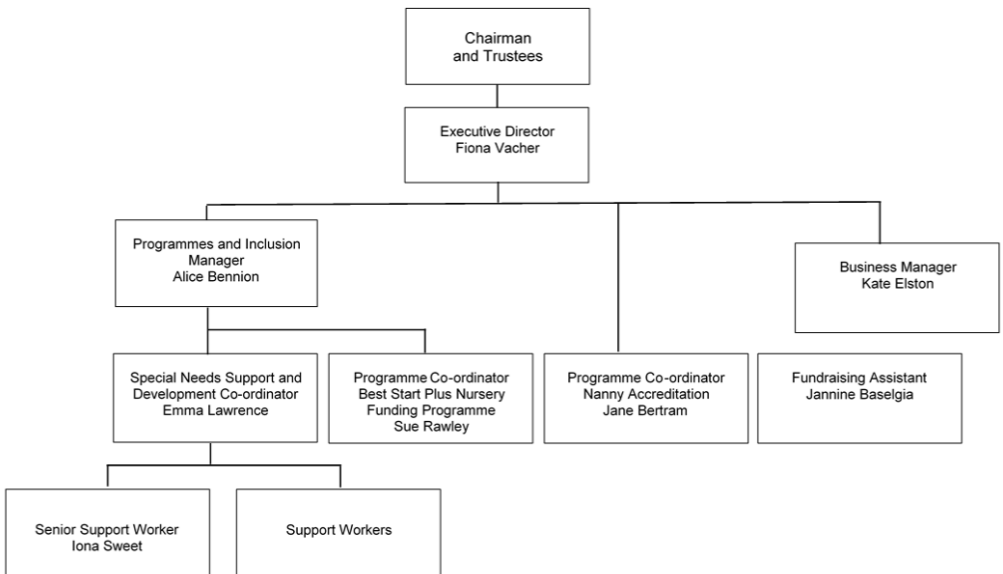
# Our Mission Statement

Putting families first, the Jersey Child Care Trust delivers a variety of programmes to enable all our children to have the best start.

# Our Vision

It is our vision that every child in Jersey has access to the nurture, care and learning they need to thrive.

# Our Structure



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# WHO ARE WE?



We are a small, local charity putting families first. We deliver a variety of programmes to enable all our children to have the best start. It is our vision that every child in Jersey has access to the nurture, care and learning they need to thrive.



## Our Specific Aims ...

To identify the needs of children and families

To meet the needs of children and families

To raise funds to be able to identify and meet the needs of children and families



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# WHAT WE DO



## **Our Core Programmes:**

- **Special Needs Inclusion Programme**

Our specialist support means children with disabilities can go to nursery in Jersey.

- **Best Start Plus Nursery Funding Programme**

We fund part time nursery places for young children from lower income families who have identified developmental needs.

## **Our Services:**

- **Inclusion Support Service**

We share our skills and knowledge so more children can access holiday clubs, groups and activities.

- **Accredited Nannies**

The scheme ensures Nannies have the vital checks necessary to safeguard children.

- **Childcare Information Service**

Gives families and professionals the information they need to access the care they need.

## **Workforce Development**

We share and reward good practice within the workforce to create better experiences for children and families.

- **The Wilma Allan Award**

An annual award to recognise excellent practice of childcare students on placement with babies and/or toddlers up to 2 years of age.

Students suitable for nomination will be studying on the CACHE Diploma for the Early Years Workforce (Level 3) or the FdA Degree in Childhood Studies or recently qualified.





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# YOUR PLACEMENT WITH US



We are pleased to offer you a placement with us and we hope this guide will help you know what to expect!

We are a small team that likes to help others and we will do our best to help you get the most out of your experience with us. You will be asked to carry out tasks to help run our programmes and services. You may also be required to shadow and support staff and attend meetings. You will be using Word, Excel, Outlook, Teams, Eventbrite and Canva. Training will be given at all times.

## Things to note:

### Hours of work

The office is open from 8.30 a.m. until 4.30 p.m. Monday to Friday. Your hours will be discussed with you at your interview. You may be asked to work some hours outside of these days and times but it is not mandatory and your hours will be adjusted through the week to compensate.

### Lunch time

We do not have a set time, so lunch would be flexible to fit in with whatever you are doing on the day. You can stay in the office to eat your lunch or you can leave the premises.

### Dress code

We would like it if you wore smart but casual clothing. No ripped jeans or cleavage/midriff showing. We may ask you to wear something smarter if you are invited to a meeting or an event.

### Confidentiality

The Jersey Child Care Trust deals with lots of personal and sensitive information and you will not be able to share any of this with anyone outside of Jersey Child Care Trust. We will discuss this with you and ask you to sign a confidentiality form to show you agree.

## Comments from previous students

### Trident Student

*"I have a better understanding of what the JCCT does and the impact it has on children and their families. I developed my design and graphic skills and also my communication skills."*

### Childcare Studies Degree Student

*"The standout moment for me was being able to be a part of the museum Christmas event. This opportunity allowed me to see all the work that goes into an event to allow communication with parents and children."*

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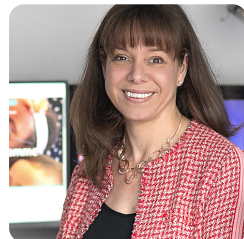
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# MEET THE TEAM



## **Fiona Vacher - Executive Director**

Fiona's role includes: working closely with the Board of Trustees; leading the team, as well as actively working in partnership with a wide range of different groups, including parents, service providers, associated professionals and childcare experts.



## **Alice Bennion - Programmes and Inclusion Manager**

Alice oversees the delivery of our two main programmes – Best Start Plus Nursery Funding Programme and Special Needs Inclusion Programme. She also contributes to the delivery of our Fundraising and Communication strategies enabling the strategic aims of the charity to be met. She works with others in a multiagency arena to influence policy development that puts families first in various forums, working groups and strategic partnerships.



## **Kate Elston - Business Manager**

Kate manages and co-ordinates all processes required to support our core business. This includes budgetary management, recruitment and data protection. She also ensures smooth communication between the Trust and the wider community including stakeholders and business partners.



## **Emma Lawrence - Special Needs Support and Development Co-ordinator**

Emma coordinates our Special Needs Inclusion Programme. She is responsible for recruiting and co-ordinating our support workers who offer 1-1 support to children with additional needs in their nursery setting. She organises training from Makaton sign language to solution focused workshops. Emma also supports children in their nursery setting.



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# MEET THE TEAM



## **Sue Rawley - Programme Co-ordinator**

Sue co-ordinates our Best Start Plus Nursery Funding Programme. She supports the team with IT queries and updates our Website. Sue produces leaflets, booklets and thank you cards too. Sue supervises all students who are on placement at the Trust.



## **Jane Bertram - Programme Co-ordinator**

Jane's role is to co-ordinate the Nanny Accreditation Programme and helps nannies and parents with their employment queries. She is also responsible for keeping our data safe in accordance with the Data Protection (Jersey) Law 2018.



## **Jannine Baselgia - Fundraising Assistant**

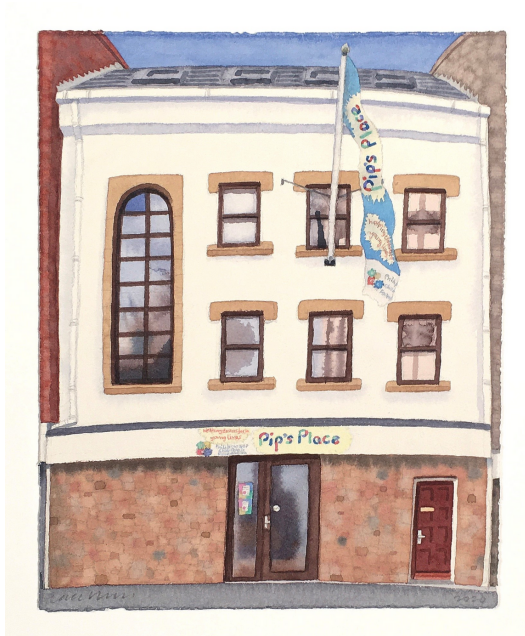
Jannine is responsible for assisting with our fundraising ideas and helps with the planning and organising of volunteers for events. She keeps our social media channels up to date and produces our supporters newsletters to keep them informed of our progress, good news, events and fundraising opportunities throughout the year.



## **Iona Sweet - Senior Support Worker**

Iona's role is to provide 1-1 support to children with additional needs in a mainstream setting. As senior support worker she also assists Emma with administrative tasks.





# Contact details

Jersey Child Care Trust  
Pip's Place  
15 Union Street  
St. Helier  
JE3 3RF

[www.jcct.org.je](http://www.jcct.org.je)  
[info@jcct.org.je](mailto:info@jcct.org.je)  
T: 629901

