

Student Placement policy

We recognise that the quality and variety of work which goes on in a pre-school makes it an ideal place for students on placement from early years training and qualifications courses. In co-operation with local educational providers, we welcome students into the pre-school on the following conditions:

- The needs of the children remain paramount. Students will not be admitted in numbers which hinder the essential work of the pre-school.
- Students must be engaged in bona fide early years training which provides necessary background understanding of children's development and activities.
- Any information gained by the students about the children, families or other adults in the pre-school remains confidential at all times.
- Students will not be allowed to be alone with any child / children unless they have been cleared through satisfactory CRB checks and letters of introduction from their training provider. Mature students on long term work placement will also be required to provide two references.
- Students are expected to make themselves familiar with our constitution, principles, policies and procedures and to abide by these at all times.
- Students must behave in an appropriate manner and be courteous to children, parents and staff.
- Students must be punctual and let the manager know in advance if they are to be absent for any reason.
- Students may not have access to children's records without permission from both parents and manager.

To ensure that this policy is implemented appropriately it is necessary for this policy to be shared with all partner schools and training providers who have students with the pre-school. In addition, all partner training providers should be given opportunities to contribute to any review of the policy and should be informed of any changes that result from such reviews.

This policy was adopted at a meeting of the pre-school held on(date)

Signed on behalf of the pre-school