



## 36. Student Placement Policy

### Aims of 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 school and college childcare courses as well as those on the Diploma in Pre-school Practice or Tutor Fieldworker courses. This policy aims to outline the conditions under which student placements are accepted.

### Policy

Students are welcomed into the Pre-School on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the Pre-School.
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course which provides necessary background understanding of children's development and activities. Students are supervised at all times and do not have unsupervised access to the children. Schools must vouch for the student's good character.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- Students required to conduct child studies will obtain written permission from the parents/guardians of the child to be studied.
- Students undertaking qualifications who are placed in our Pre-School on a short term basis are not counted in our staffing ratios. Trainee staff employed by the setting may be included in the ratios if they are deemed competent.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- Any information gained by the students about the children, families or other adults in the Pre-School must remain confidential. A signed undertaking to observe confidentiality will be made by each student.
- Unless registered as fit persons, students will not have unrestricted access to children.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) \_\_\_\_\_

Signed on behalf of Seer Green Pre-School (Committee Chairperson) \_\_\_\_\_

This policy was reviewed as indicated below:

*2007 created*

*2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required*

*July-Nov 2017 reviewed and updated*

*June-July 2018 reviewed and updated*

*May 2019 reviewed and updated*

*June 2020 reviewed*