



Policies

STUDENT PLACEMENT POLICY

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the “Preschool”

We recognise that the standard and variety of work which takes place in the Preschool makes it an ideal place for students on placements from school, college, or any childcare course. All students are expected to read, understand and adhere to our policies. They are also expected to be familiar with the Health and Safety at Work Act.

Students are welcomed into the Preschool on the following conditions: -

- The needs of the Preschool children are paramount. Students will not be admitted in numbers which will in any way disrupt the running of the Preschool.
- Students who are at the Preschool only for a short period of time will not be included in the adult to child ratio.
- In accordance with the Statutory Framework for the EYFS 2014 section 3.29; Only those students aged 17 or over may be included in ratios (and staff under 17 will be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and working as apprentices in Early Years Education (aged 16 and over) may be included in ratios if the provider is satisfied that they are competent and responsible.
- Students must have confirmation from their tutors that they are engaged in a bona fide childcare course which provides necessary background understanding of children's development and appropriate activities.
- Students that are required to conduct studies of children in the Preschool will be asked to obtain written permission from the children's parents.
- Any information gained by students regarding any child or adult must remain confidential.
- Students will not be left unsupervised with the children.
- For Health & Safety reasons students are not permitted in the storage cupboard.
- All students (except school work experience students) will have a Disclosure and Barring Service (DBS) check. Students will be required to show their certificates on starting their placement with the Preschool. The Preschool will undertake DBS checks for NVQ students on work placement.
- All NVQ students must sign an agreement which outlines what the Preschool expects of them and what they can expect from the Preschool.

- All students will have an induction to the Preschool on the first day of starting. This will be conducted by the Preschool Manager.
- Each student will have a mentor during the time they are at the Preschool.
- Insurance cover (employers' liability and public liability) for students and volunteers will be provided by the Preschool.

This policy was adopted at a meeting of the Preschool held on

Signed on behalf of the Preschool _____