



## 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 school and college childcare courses. 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 that hinder the essential work of the Pre-school. They will, however, be given tasks that other members of staff carry out, to make sure that they have a hands-on, realistic, work placement with us.
- 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 required to conduct child studies will obtain written permission from parents of the child to be studied before any observations are taken. This permission must be shared with the Room Supervisor before observations are taken.
- Any information gained by the students about the children, families or other adults in the Pre-school must remain confidential; children's real names must not be used and the details must solely be used for the college assignment it is meant for. A copy should be given to the Setting Business Manager.
- If a student is on a long-term placement with us, then we would request that the school/college carry out a DBS check and we would request evidence and store the certificate number and issue date for our records, for the duration of their placement. These students may then, on occasions, form part of our ratios (for example on an outing). However, this is at the Managers' discretion.
- Students will not be involved in changing children's clothes or nappies while at the setting. They must keep themselves safe, as well as the children at all times and this means not allowing themselves to be alone with a child, not sitting children on their laps or asking children personal questions about their families.
- Students must follow the guidelines set out in their handbook and abide by policies that Little Oaks has in place, including Child Protection, Health and Safety, Confidentiality, Behaviour Management, Mobile Phone and Social Networking. Time

will be given to read these policies and questions asked to check that they have been understood.

There will be an induction process for all students, with particular emphasis on child protection, behaviour management and personal safety.

### **Rights and Responsibilities**

Little Oaks Pre-school recognises the rights of students to:

- know what is (and what is not) expected of them
- have adequate support in their volunteering
- receive appreciation
- volunteer in a safe environment
- be insured
- know their rights and responsibilities if something goes wrong
- receive appropriate training
- be free from discrimination
- be offered the opportunity for personal development

Little Oaks Pre-School expects students to:

- be reliable
- be honest
- respect confidentiality
- make the most of training and support opportunities
- carry out tasks in a way that reflects the aims and values of Little Oaks Pre-school
- carry out tasks within agreed guidelines
- respect the work of Little Oaks Pre-school and not bring it into disrepute
- comply with Little Oaks Pre-school policies and procedures

This policy was adopted at a committee meeting of Little Oaks held on.....

Signed on behalf of the committee.....

Role of signatory.....

Reviewed and updated Sept 2011, Sept 2012. Reviewed and updated June 2014, March 2015, June 2017. Reviewed Feb 19. Reviewed and updated Nov 20. Reviewed Nov 2021. Reviewed 2023, reviewed by Committee Jan 2024.