

STUDENT PLACEMENT POLICY AND PROCEDURE

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.

AIM

We aim to provide for students on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

New Millside Pre-school is a Rights Respecting Early Years Setting and has the UN Convention on the Rights of Child at the heart of its core values. We prepare the community to recognise the universality of children's rights and to support the rights of other locally and globally and ensure we have strong arrangements for protecting children from all forms of abuse and harassment

METHODS

In co-operation with education providers, we welcome students into the pre-school on the following conditions:

We require students to meet the 'suitable person' requirements of Ofsted.

- We require schools placing students under the age of 17 years with the pre-school to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our pre-school are not counted in our staffing ratio.
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- Students on secondment to the pre-school will be advised to keep to our Confidentiality Policy and will be required to respect it.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our pre-school is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers which hinder the essential work of the pre-school.
- We ensure that students placed with us are engaged in *bona fide* early years' training which provides the necessary background understanding of children's development and activities, or enrolled for schools works experience.
- We will encourage the student to integrate and participate in all aspects of the session.
- Students will be given a mentor to supervise and help understand what is expected of them.

Induction

When a student begins they will be subject to an induction procedure.

In order to ensure this procedure is carried out, a "tick list" is provided to each student, once completed it will be filed as evidence that the induction was completed correctly.

Students will be provided with relevant information about the setting and the procedures to read once they have started their placement.

During their first working session, students will be shown around the premises and instructed about the fire procedures, first aid and location of fire fighting equipment.

The student will be shown our daily routine displayed on the notice board and guided through the first session as to the daily procedures we follow.

Students will be shown the daily routine and integrated into daily activities to match their ability. Students will be encouraged to carry out activities with the children that will help towards their qualification; this will be done under close supervision.

During a student's placement with the pre-school, guidance will be provided by a member of staff on a one-to-one basis. Any necessary meetings with college/school assessors will be arranged at a mutually convenient time.

Child Protection - There are specific guidelines which must be followed in all cases where we suspect children may be 'at risk'. Any concerns should be discussed with the Pre-school Manager or Deputy – see our Safeguarding Policy.

Physical Contact – *Please see Code of Conduct for Physical Contact*

Behaviour - The behaviour of the children is a strength of the pre-school and is based strongly on mutual respect.

Responsibilities of Students

Time Keeping - please arrive promptly for the start of the session and let us know if you need to cancel. You will be marked in on the register so that if an emergency arises we know who is on site.

Parking - please park outside the school gates and in a safe position.

Mobile phones must be switched off and kept in the office and must not be used during the session.

Adults should be generally clean, tidy & modest in their dress, but be aware that painting & gluing could be involved. Long hair should be tied back. Jewellery should be safe and subtle. No jeans are to be worn.

Please ensure that matters relating to the welfare of all the children are not discussed. Should a parent ask questions about the ability or progress of any child, then they should be directed to the Pre-school Manager, deputy or their keyworker. This prevents any misunderstandings. There may be times when staff cannot give volunteers full background information regarding children due to specific medical or legal reasons.