



## Student Placement Policy

### STATEMENT OF INTENT

*Little Fishes Pre-school actively supports placement opportunities for school/college courses. 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 nursery school practice. Students are welcomed into the pre-school on the following conditions:*

1. The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the pre-school or impinge on child safety.
2. Students must be confirmed by their tutor as being engaged in a childcare course or on school placement with an interest in childcare.
3. Students must obtain written permission from their parents if under 18.
4. Should the student be required to perform observations on children, written permission must be obtained prior to the observation, with all information being shared with the parent.
5. Any information learned by the student regarding children or staff must remain confidential.
6. Students will not be left unsupervised with children at any time, nor will be permitted to take them to the toilet or change a child.
7. Prior to commencement of their placement, permission is obtained from the committee and the student is interviewed by the pre-school manager to ascertain suitability. Students' addresses, emergency contact details and allergies will be recorded and students will be given an induction prior to starting which is signed by the student and pre-school manager.
8. Parents are notified in writing prior to the commencement of a student placement.
9. Unless registered as a fit person, a student will not have unrestricted access to children. If for any reason the staff, children or parents are unhappy with a student then it will be necessary for him or her to leave immediately.
10. Staff/volunteers/students under the age of 17 cannot count towards the staffing ratio and should be supervised at all times.
11. Individuals aged 17 and over who are on a long-term placement may be included in the ratios if the provider is satisfied they are competent and responsible.
12. Mobile phones belonging to students may only be used in line with the mobile phone policy.

Date policy adopted / reviewed 16 June 2017

Signed on behalf of the management committee \_\_\_\_\_

Name and position of signatory Denise Smith, Chair

Policy review date March 2019



# Policies and Procedures

## Section 20

**I have read and understood the policy:**

**Signature**

**Print Name:**

**Date:**

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