

STUDENT PLACEMENT POLICY



We recognise that the quality and variety of work which goes on in Bolnore Village Pre School makes it an ideal setting for students on placement from school and college childcare courses.

Students are welcome into Bolnore Village Pre-School under the following conditions:-

- The needs of the children are paramount. The students will not be admitted in numbers that hinder the essential work of the Pre-School
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course that provides the necessary background understanding of children's development and activities
- Students who are required to conduct child studies are asked to advise us in advance and ensure that no child's name is put on any observation. (These must be shown to the Fay Flude or Holly Armstrong, the Managers)
- Any information gathered by the students about the children, families or other adults in the Pre-School must only be recorded with prior permission and must remain confidential at all times. Identities are to be protected and only initials used (not the full name of the child). Permission should also be sought if photographs are to be used and individual faces are to be blanked out. (Refer to confidentiality policy)
- Students will not have unsupervised access to children
- Students will be asked to sign a form agreeing to work to the setting's policies and procedures. The Safeguarding Policy, Evacuation Policy, Health and Safety policy, Daily Risk Assessment, Inclusion policy, Behaviour Management policy, Code and Conduct of Staff, Social Networking and Mobile phone policy and Food and Hygiene in Pre-School Document must be read prior to starting
- Students are asked to arrive 15 minutes prior to the start of the session at which time the day's activities will be explained
- If a student is unable to attend they must notify us 30mins prior to their start time. (Phone 07712579888 and if necessary leave a message)
- A student is required to wear suitable clothing, to bring a coat and wear flat shoes. Hair should be tied back and only small earrings may be worn
- Students are expected to role model appropriate behaviour and language at all times
- Volunteers must not use personal phones or cameras in the setting. Please ensure phones/cameras are locked away or added to the staff box

Student Placement Agreement



Name

Address

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Telephone

College

Tutor

Emergency Contact Name

Emergency contact Tel

I have read the policies and procedures of Bolnore Village Pre-School and agree to work according to these.

STUDENT SIGN.....

DATE.....

MANAGER SIGN.....

DATE.....