# Description: scan0001Portreath Pre-school

# Student Placement Policy

Portreath Pre-school is committed to sharing good practice with those wishing to pursue a career in childcare. Therefore, students will be welcomed to join our staff team and gain work experience within our pre-school. We welcome the chance to encourage training. We accept student placements and recognise this as an opportunity to examine and revise our own practice. We will accept 1 student at a time as more students than this places undue pressure on staff.

Students are expected to be associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. Placements will be offered after discussions with the appropriate tutors, and close links have been established with the college or school.

Long term placement students

Students who are intending to be on a long-term placement will attend a visit to the pre-school for an interview, followed by their student induction and pre-school tour. At this time, students will have the opportunity to read and discuss relevant health and safety policies, receive a copy of relevant paperwork.

* Students will be supervised at all times by a member of staff and will not be left alone with the children.
* Students will be asked to read all pre-school policies that relate to their placement during their student induction.
* The safeguarding policy will be gone through in detail and the procedures for what to do if they are concerned about a child will be discussed.
* We require students to keep to our confidentiality policy and sign their acceptance to them.
* It is expected that during the student’s placement, their tutor will visit the pre-school or have verbal communication with the pre-school Play Leader or Deputy to receive feedback about the student’s progress.
* Students will be offered support and guidance throughout their placement and offered constructive honest feedback in respect of their performance. Staff will respect individual students’ needs and abilities and will aid their development.
* An accurate evaluation of ability and performance for both students and training providers will be provided and the pre-school will support students who are experiencing difficulties with action plans if needed.
* To maintain parent partnerships, parent/carer(s) will be informed of when students are present in the pre-school via the parent noticeboard, or by text or email.
* Students on placement must adhere to the same code of conducts as applies to all members of staff. This includes time keeping and dress code. Confidentiality must be upheld at all times. Students are attached to a senior member of staff who will supervise their work and explain the health, safety and fire procedures/requirements. All students are encouraged to contribute fully to the pre-school routine and will access all areas at some stage of their time with us.
* Students must not be left alone with children.
* On commencing their placement, the student will be given a pack containing: general information about the pre-school, a copy of this student policy and a confidentiality statement which will require reading, signing and returning to the pre-school Play leader.
* Students are required to sign to acknowledge that they’ve had a full induction and understand their responsibility during their time with us.
* If the student is over 18 years of age then they will be expected to undertake an enhanced DBS check before they commence their placement at the setting.

Work Experience Students

There may be occasions where we accept week long placements for Year 10 children from secondary schools. A risk assessment will be completed before their placement. On the first day of their placement the Play Leader or Deputy will spend time with the student to discuss:

* The risk assessment and their role in the setting during their time with us.
* A brief overview of the ethos of the pre-school and what the role of a practitioner is.
* Rules about mobile phones, ensure the student’s is placed in the phone box or left at home.
* Arrangements for lunchtimes (students are allowed to leave the setting to have lunch at home for half an hour).
* Suitable clothing/footwear/hair to wear.
* Code of conduct for behaviour whilst in the setting, appropriate interactions with children and parents.
* Code of conduct with regards to social networking and information about the preschool and their time in it.
* If at any time it is felt that it is not appropriate for the student to be at the setting, then the Play leader will phone the school of the student and discuss this with the relevant staff. The pre-school has the right to suspend the student’s placement immediately once this discussion has taken place.
* Work experience students must not be left alone with children at any time.

Staff responsibilities to students on placements with us:

* All members of staff must be vigilant with regards to the students location, interactions with children, parents and staff and their behaviour within the setting. If staff have any cause for concern, then they must tell the Play Leader or Deputy immediately.
* Staff are reminded that are safeguarding procedures and responsibilities also cover the students (who are on placements) whilst they are in our care. If they have any concerns about the student then they must inform the pre-school’s designated safeguarding lead (Jannah Stephens) or deputy (Hannah Langley-Walker) as soon as possible. The DSL will then contact the students school and inform the relevant staff.
* Staff are reminded that they must always have a professional relationship with the student , and that they are being a role model to the student with regards to their position in the setting.

We are committed to reviewing our policy, procedures and good practice.

This policy was adopted at Portreath Pre-School on: 18.03.2019

Last date to be reviewed and amended: 30.03.2024