**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 early years training and qualifications.

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

* The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the pre-school.
* Students must be engaged in bona fide early years training which provides necessary background understanding of children’s development and activities.
* Any information gained by the students about the children, families or other adults in the pre-school must remain confidential.
* Unless students are DBS checked they will have restricted access to children
* We require students to keep to our confidentiality policy.
* We co-operate with students’ tutors 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 setting is managed, how our sessions are organized and our policies and procedures.
* We communicate a positive message to students about the value of qualifications and training.
* Students who are placed in our setting on a short-term basis are not counted in our staffing ratios.

Safeguarding

Students who are still at school and come on a placement for work experience are not required to have a DBS check. They read the safeguarding policy as part of their induction. They are always supervised by a member of staff and are never left alone with a child or children. College and university students have a DBS check carried out by their institution, and we are informed that they have received satisfactory clearance. These students are also not left alone with children.

Student guidelines

Please contact the nursery if you are unable to attend when we are expecting you.

Tel - 01543 877712/ 07895435276

Email – scallywags2017@outlook.com

Role of students

We ask students to remember that they are in a nursery as adults, and therefore should always provide an appropriate role model for the children. Our biggest responsibility is to the children, and it is important that their needs are met to the best of our ability.

In the nursery we work very closely as a team. As a student we are pleased to include you as part of that team; this means sharing work with the staff and asking for help or advice where necessary. If you are uncertain about anything, please ask.

Please always remember to maintain confidentiality; you may overhear things about children regarding their learning or their home background, but these should not be repeated outside of the pre-school. You are in a privileged position, and we always expect a professional manner.

Dress code

Please wear clothing which is appropriate for working with young children; you may be crawling about the floor or get covered in paint or glue! No low or crop tops and keep jewellery to a minimum.

Domestic duties

During the day there are numerous domestic duties that need to be performed, these may include washing up, cleaning the toilets and hand basins, mopping the floor, sweeping up sand, generally tidying and preparing for the session. These duties vary, and you will be required to contribute as necessary. We do not ask students to undertake any tasks which staff themselves do not perform.

First Aid

All staff are qualified first aiders, and staff should be consulted in the case of an accident, however small. All accidents are recorded in the accident book.

Fire Drills

If you hear the fire alarm, please follow staff instructions, and leave the building as quickly and safely as possible with the children. The assembly point is outside the Church by the small gate.

Discipline

It is obviously important within a nursery to maintain discipline and to promote good relationships between children. A sensitive approach is often needed; children are often capable of sorting out minor disputes for themselves. However, if you see a child in danger of hurting themselves or others, immediate action is obviously needed.

Timekeeping

Please be prompt in arriving at Scallywags. You should arrive by 8.30 to help set up. Your lunch break is 11.45 – 12.30 and you will need to bring a packed lunch. Your day will finish at 16.00.

This policy was adopted at a meeting of the pre-school held on 27.02.19.

Signed on behalf of the pre-school Gary Cox

Reviewed 17.03.08, 02.06.09, 05.01.10, 22.08.11, 30.08.12, 13.08.13, 25.08.14, 31.08.15, 28.08.16, 30.08.17, 12.08.18, 23.01.19, 08.08.19, 19.07.20, 08.08.21, 17.08.22, 15.08.23