

**STUDENT PLACEMENT POLICY**

Pegasus Childcare Centre recognises that the quality and variety of work which takes place in a childcare setting makes it an ideal place for students to gain work experience or training. We aim to provide an environment in which students on placements will, under the guidance of a skilled staff team, experience examples of quality practice. 

* Students under the age of 17 will not be counted in ratios and will be supervised at all times. Students aged 17 years and over who are undertaking a long term placement, may be included in ratios only when management are satisfied if they are competent enough to be unsupervised. All students should be DBS checked through college before commencing placement.
* Student must supply 2 references from college and from someone who known them for over 2 years.
* We recognise that the needs of children are paramount and students will not be included into ratio numbers if that hinders the essential work of the provisions.
* Students will also be supervised
* We will ensure that students are confirmed by their tutor as being engaged in a childcare course which provides necessary background understanding of children’s development and activities.
* We will provide the student with full information about the role and responsibilities within the setting during their times with us
* We will ensure students are known and introduced to parents/carers
* We will ensure that information gained by the students about the children, families or other adults in the setting remains confidential at all times.
* We will provide a termly and final review of a student placement between the staff mentor, manager of the setting, student and student tutors to ensure all needs are being or have been met.
* We will liaise regularly with the school/college and provide feedback.
* Student will not be left on their own with the children, families or assist children with self-care such as putting on shoes, hats etc
* Student will not be in charge of letting people/ families or children in or out the centre without permission form management or senior staff.
* Student will complete an induction checks and informs such as emergency contacts, medical, fire drill, the setting routine etc – See Staff induction policy
* Ensure all students read and sign to declare they understand the policies and procedures. These policies are Accidents & First Aid, Aims and Objective, Anti-bullying, code of conduct, confidentiality, Critical Incident, Equal Opportunities, Fire and Evacuation, Missing person, No smoking, Social Media and Social Networking, Mobile Phone, Volunteer , Whistle Blowing.

**This policy was reviewed and adopted on** 1st July 2024

**Signed (Manager)**

**Signed (Chair)**

The Policy will be reviewed every two years.

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| **Date of Review** | **Policy Updated** | **Signed (Chair)** |
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