

Student Placement Policy

Students are welcomed into Pre-school providing the following conditions are met:

- The number of students allowed to train within Pre-school will be limited at the discretion of the Manager.
- Students must be attending a child care course or seeking work experience from school.
- Any information gained by the students regarding Pre-school or the children must remain confidential.
- Students are supervised at all times and are not counted in the adult/child ratios and will not be left alone with children or allowed to toilet/nappy change. However, they may observe if this forms part of their assigned college work at the discretion of the supervisor.

Before commencing training / work experience, students are interviewed to gauge their suitability for placement within Preschool. Upon acceptance they will be given a 'Student Information Pack' which includes:

- A brief introduction to Pre-school
- Staff names and positions within Pre-school
- Details of hours: Start time, lunch break, finish time
- What to do in the case of student sickness (who to inform, how long to stay away from Preschool)
- 'Information About Staff/Volunteers/Students/Committee' form (which must be completed and filed with their records)
- 'Medical Information / Permission for Emergency/Operative Treatment' form (which must be completed and filed with their records)
- The following Policies (which the student must sign to say that they have read and understood):
 - ✓ Confidentiality Policy
 - ✓ Health and Safety Policy
 - ✓ Procedure to be Followed in the Event of Fire/Evacuation
 - ✓ No Smoking, Alcohol or Drugs Policy
 - ✓ Behaviour Management Policy
 - ✓ Safeguarding Children Policy
 - ✓ Equal Opportunities Policy