

## **St Helen's Pre-school Student Placement Policy**

St Helen's Pre-school recognises that the quality and variety of work which goes on makes it an ideal work experience placement for students from schools and Early Years training. In co-operation with educational providers, we welcome students into pre-school on the following conditions.

- The student will be asked to sign the visitors register.
- The needs of the children are paramount. Only one student will be admitted to any one session.
- Any information gained by the student about children, families or other adults in the setting must remain confidential.
- Parental permission will be sought if the student wishes to carry out specific learning tasks with children.
- Unless approved by OFSTED, students must have a member of staff with them at all times and should not take children to the toilets or otherwise be alone with children.
- Pre-school staff will assist with any enquiries a student may have, where this does not breach confidentiality requirements.
- The manager will have access to the students work and will be available to discuss any aspect of a task carried out by a student.
- The manager (or deputy if the manager is not available) has the right to veto tasks if they are deemed inappropriate.
- The student will ensure that the manager or designated member of staff knows their actions and whereabouts at all times.
- The student should not give first aid or medicine. (Excepting in an emergency situation, providing that they are qualified to do so)
- The student should not answer the phone.
- The student should not open the doors or admit anyone into the pre-school.
- The student should not discuss children with their parents, excepting when this is a part of a specific learning task, agreed to by the manager and parents concerned, the manager or a member of staff designated by the manager should be present at the meeting.
- The student should share any concerns they have about a child with the manager( or deputy if the manager is not available. The deputy will then assume responsibility for informing the manager.)

Policy reviewed and updated July 2012