



## STUDENT PLACEMENT POLICY

We encourage students to take up a placement at our Pre-School to give them experience and to give the children the opportunity to meet a diverse mix of adults. Students are welcomed on the following conditions:

- Students will abide by the Pre-School's policies and procedures
- The children's needs will be paramount. Students will not be accepted to the detriment of the children.
- Students will not have unsupervised access to the children
- Students will not be counted in our adult to child ratio, unless attending on a regular basis and have the ability to do so.
- Students will abide by our confidentiality policy and staff will ensure that the students are aware that any information about the children or their families is confidential.
- Students will be asked to sign the confidentiality policy as understanding of the role while in the Pre-School.
- Management Committee members and trustees will be policed checked by requesting a DC2 form which they phone and register themselves.
- The secretary along with the Manager will be checking this has been done; a log of registration number from DBS will be stored in the HR file in the filing cabinet.
- Students will not be able to nappy change in the setting or take children to the toilet.

This procedure adopted October 2019, signed  
Director

Company Secretary