

Student placement and volunteer policy and procedure.

It is the policy of Berriew pre-school to welcome students placed with us by bona fide childcare course providers, acknowledging the potential of benefits to be gained by both a student and our provision. We do this by:



- Giving students induction time and completing student file details with them.
- No intimate care with children to be undertaken by students/Volunteers.
- Ensuring that children's care is of the highest priority and is not compromised by the placement arrangements.
- Requiring confirmation that students are attending a bona fide childcare course from their tutor.
- Undertaking a rigorous check of the students' personal details and keeping a record in line with regulations.
- Operating an effective student induction process.
- Students on training placements of 12 weeks or less are excluded from the adult-child ratios.
- Ensuring students are supervised at all times.
- Supporting and enabling students who want to contribute to the activities programme in line with the current curriculum activity plans.
- Expecting students to conduct themselves in line with Berriew Pre-school staff code of conduct.
- Requiring that any research, individual observation or child study undertaken by a student is discussed with Julie Taylor and carried out in an ethical manner, and with written consent of any child's parent/carer.
- Requiring that any information obtained by students about children, families or other adults in the provision remains confidential; in line with Berriew Pre-school confidentiality policy.

This **student placement** policy and procedure was passed for use in Berriew Pre-school

On:

By:

Position:

Date of planned review: