



The Secret Garden Pre-school
Wellington Avenue
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Student Placement Policy.

We recognise that the quality and variety of work that goes in a pre-school makes it an ideal place for students on placements from schools/ college's childcare courses.

Students are welcomed into the pre-school on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the pre-school
- Students must be confirmed by their tutor as being engaged on a childcare course, which provides necessary background understanding of children's development and activities.
- We require students to meet the 'suitable person' requirements by OFSTED. We require students under the age of 17 years to be recommended to us by the course tutor and for this tutor to vouch for their character.
- Students required to conduct child studies will obtain written permission from the parents of the child to be studied.
- Any information gained by the students about the children, families or other adults in the pre-school must remain confidential.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children. Students who are placed in our setting on a short-term basis are not counted in the ratio, long term students (who are over 17 years) may be counted in the ratio if deemed to be competent and responsible in line with the welfare requirements.
- The pre-school has employer's liability insurance that covers students.
- All students sign a student declaration contract will we be retained by the setting. A short induction will also be given to the student. Students will adhere to the staffing and employment policy, with regard to non-attendance and the confidentiality policy of the setting.

The pre-school adopted this policy on ...7th January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....