



## Student Placement Policy

January 2018

This policy represents the agreed principles for Student placement throughout the Nursery. We recognise that the quality and variety of work, which goes on in a nursery school, makes it an ideal place for student on placement from school and college child care courses as well as those on the diploma in nursery school practice.

### **Students are welcomed into the nursery 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 nursery school.
- Students required to carry out child studies will obtain written permission from the parents of the child to be studied.
- Students must be confirmed by their tutor as being engaged in a bona fide child care course, which provides necessary background understanding of children's development and activities.
- Any more information gained by the students about the children, families or other adults in the nursery school must remain confidential. Records of information will be held at the nursery.
- Students will never be left unattended with children.
- Unless registered as a fit person, a student will not have unrestricted access to children. If for any reason the staff, children or parents are unhappy with a student then it will be necessary for he or she to leave immediately.
- Staff/ volunteers/ students under the age of 17 cannot count towards the ratio and should be supervised at all times.
- Individuals aged 17 and over who are on a long term placement may be included in the ratios if the provider is satisfied they are competent and responsible.
- Mobile phones may only be used during lunch times.
- Managers must be provided with all personal details (including medical needs) and emergency contact details for all students.
- The nursery always welcomes visits from tutors to discuss students on placement.