



St Marys Pre-School
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22 Student placement policy and procedure

It is the policy of St Marys 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:

- 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 St Marys Pre-School's staff code of conduct
- Requiring that any research, individual observation or child study undertaken by a student is discussed with Alana McHugh and carried out in an ethical manner, and with written consent of any child's parent.
- Requiring that any information obtained by students about children, families or other adults in the provision remains confidential; in line with St Marys Pre-School's privacy and confidentiality policy.

This **student placement** policy and procedure was passed for use in St Marys Pre-School

On:

By:

Position:

Date of planned review: