

MATLOCK PRE-SCHOOL PLAYGROUP

STUDENT PLACEMENT POLICY

Statement of Intent

Matlock Pre-School Playgroup recognises that students need relevant experience in the work place and is happy to offer this facility to students at school and from a range of relevant courses.

Aim

We aim to help and provide students on placement at Playgroup with experiences which contribute to the successful completion of their studies.

Methods

- We supervise students under the age of 17 at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our pre-school on a short term basis are not counted in our staffing ratios.
- We co-operate with students and their tutors in order to help students to fulfil the requirements of their course.
- We provide a verbal induction on how our pre-school is managed.
- We make sure all students read and understand our policies manual and operational plan.
- We take out Employers Liability Insurance and Public Liability Insurance which covers both trainees and voluntary helpers.
- We communicate a positive message to students about the value of qualifications and training.
- If particular children are to be studied then written permission will be obtained from their parents and all information kept confidential.
- Students will sign a confidentiality contract set out by the Pre-School which can be found in the student book.
- A copy of 'Guidelines for placement supervisors' booklet can be found in the Operational Plan

Designated Person

- The person designated to be responsible for the co-ordination of all our Student placements is Liz Neil .

