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## Student Placement Policy

We recognize that the quality and variety of work, which goes on in our Nursery School, makes it an ideal place for students on placement from school or a college childcare course.

As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training, including those studying for the CACHE level 2 Certificate in Pre-school Practice and CACHE level 3 Diploma in Pre-school Practice. We also sometimes will offer student placements from the surrounding secondary schools.

We aim to provide, for students on placement with us, experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education. They are welcome on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers that hinder the essential work of the Nursery School.
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course that provides necessary background understanding of children's development and activities where appropriate.
- Students conducting 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 adults in the Nursery School must remain confidential.
- We require students to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- 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 our staffing ratios.
- Trainee staff employed by the setting may be included in the ratios if they are deemed competent.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.
- We co-operate with students' tutors in order to help them to fulfil the requirements of their course of study, where appropriate.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.

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- The student should never undermine the nursery children’s self esteem and good vocabulary should be used at all times.
  - If the student has any difficulties with communicating with the nursery children they are to speak to a member of staff at the earliest convenient time.
  - Our dress code at Marlborough House is smart casual. We provide aprons for you to wear, and advise you not to wear your best clothes as there are many messy activities occurring throughout the day. Please make sure that you are clothed appropriately. By this we mean that trousers should be well fitted and not be low at the back. Tops should cover your chest and stomachs appropriately. We also ask you to wear sensible shoes without heels. Jewellery is also worn at your own risk. We also would like you to be aware that if we feel that your clothing is not suitable because of Health and Safety we would ask you to go home and change.
  - Please adhere to the same policy for lunch that is given to children and parents as part of our heathy eating promotion.

If you accept this code of practice please sign and print your name.

Print Name-----

Signature-----

Updated September 2012