Aldbourne Preschool

Back Lane, Aldbourne, Marlborough, Wiltshire SN8 2BP Telephone: 01672 541648   
Email: aldournepreschool@gmail.com  
Web: www.aldbournepreschool.com

**Policy: *Student Placements***

|  |  |  |  |
| --- | --- | --- | --- |
| Issue Date | page1image14392Review Date | Document Owner(s) | page1image16120page1image16440Approved |
| June 2018 | page1image20192June 2021 | Cleo Jerram | page1image22432page1image22752Julie Kent |

This policy has been drawn up by the staff of the Preschool, in consultation with the Owners and parents.

We welcome students into our pre-school on the following conditions:-

* The needs of the children are paramount. Students will not be admitted in numbers that affect our work.
* Students must be confirmed by their tutor as being engaged in a genuine childcare course that provides necessary background understanding of children’s development and activities.
* Students who are required to conduct studies will obtain written permission from the parents of the child concerned.
* Any paperwork will be obtained from student/school and filled in and returned prior to placement starting.
* Any information gained by the students about the children, families or other adults in the pre-school MUST remain confidential and they will be made fully aware of this.
* Students will not be left alone with children at any time or take charge of any activities.
* Students will not be allowed in the children’s toilets.
* Students who are in the Pre-school on a short term basis are not counted in our staff ratios.
* We have an induction programme for students during which they have a mentor (designated member of staff) who will ensure they are informed of the day to day running of our pre-school and our policies and practices. The length and depth of this will be dependent on the abilities of the student.