



**Maidenbower  
Pre-School  
Playgroup**

## **Student Placement Policy**

We recognise that the quality and variety of work which goes on in a playgroup makes it an ideal place for students on placement/work experience from school and college courses as well as those on the Diploma in Pre-school Practice or Tutor Fieldworker courses. Students are welcomed into the playgroup 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 playgroup.
- Students must be confirmed by their tutor as being engaged in a bona fide course that provides necessary background understanding of children's development and activities.
- Students required to conduct child studies will obtain written permission from the parents/carers of the child to be studied.
- Any information gained by the students about the children, families or other adults in the playgroup must remain confidential.
- At no time will a student be left alone with children.
- Students are not allowed to take children to the toilets even if supervised by another staff member.
- Unless registered as fit persons, students will not have unrestricted access to children.
- A Line Manager will be appointed whom the student will be accountable to.
- Information is provided to students regarding hours of work and code of conduct. (See Appendix A).
- Mobile phones will be locked in the designated locked cupboard.
- No information will be posted on any personal or social networking sites that breach confidentiality about children, families, colleagues, that could damage them personally or the reputation of Maidenbower Pre-school Playgroup.

## **Appendix A**

### **Work Experience Placement with Maidenbower Pre-School Playgroup**

#### **Hours**

Monday	7.45 am - 3.00 pm
Tuesday	7.45 am - 3.00 pm
Wednesday	8.00 am - 12.15 pm
Thursday	8.00 am - 12.15 pm
Friday	8.00 am - 12.45 pm

Students between the ages of 15 – 18 years of age are entitled to a 30 minute lunch break if you work more than 4.5 hours at a stretch. All other students are entitled to 20 minutes for 6 hours or more.

Students are to provide their own lunch. Drink making facilities are available in the kitchen free of charge.

Toilets with hand washing facilities and hand dryer.

Certified First-Aiders on premises at all times.

First Aid boxes available.

Accident reporting procedures.

#### **Work Wear**

Flat Shoes, no flip-flop style.

Casual, old clothing.

Stud earrings only, no large jewellery.

In summer a hat is to be worn at all times during outside play (as we expect of the children) and shoulders must be covered.

#### **Behavioural Expectations**

All individuals will be given an induction programme when starting.

No student will be left alone with any child/children.

Whilst on our premises we expect you to treat staff, parents and children with courtesy.

You should show patience and understanding at all times.

Swearing or violence of any kind will not be tolerated and could result in your work experience placement being terminated.

Confidentiality must be adhered to at all times or this may warrant instant dismissal.

Sickness should be reported on your first day of absence, at the earliest point so that cover can be arranged if necessary on 07580018496.

Should you have any questions, problems or not sure how to deal with a situation then speak to the Supervisor Janet Noad or your Line Manager.

We are very much looking forward to working with you.

J.M. Noad (Lead Supervisor)