



Sherwood Pre-School
Community. Learning. Progress.

STUDENT PLACEMENT POLICY

- We recognise that the quality and variety of work which goes on in Sherwood preschool makes it an ideal setting for students on placement from school and college childcare courses.
- Students are welcome into Sherwood Preschool under the following conditions.
- The needs of the children are paramount. The students will not be admitted in numbers that hinder the essential work of the pre-school.
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course that provides the necessary background understanding of children's development and activities.
- Students who are required to conduct child studies are asked to advise us in advance and ensure that no child's name is put on any observation. (These must be shown to your room leader)
- Any information gathered by the students about the children, families or other adults in the pre-school must remain confidential. (Refer to confidentiality policy)
- Unless registered as a fit person, students will not have unsupervised access to children
- Students will be asked to sign a form agreeing to work to the group's policies and procedures.
- Students are asked to arrive 15 minutes prior to the start of the session at which time the day's activities will be explained.
- If a student is unable to attend they must notify us by 8.45am.
- (Phone 020 8405 4193 and leave message)
- A student is required to wear suitable clothing, to bring a coat and wear flat shoes. (Please note you will be asked to go home and collect a coat should you not bring one.)

Student Guidance

- Students are not allowed to enter the children's toilets unless they are with a supervising member of the senior team.
- Students are not to be unsupervised with children at any time.
- Students are requested not to pick up children if a child falls or trips. This is essential as the child may have an injury which could be made worse.
- Students are not to carry children around this could damage your back. And it is not good practice to carry small children around.
- If you need to leave the playroom to use the bathroom please ensure you tell a staff member you are leaving the room.
- Please ensure your phone and any bags are placed in a locker or in the Office. You are not allowed to use your phone whilst in the pre-school buildings. Nor at any time to bring them into the play room.
- Please make sure your parents have the phone number of the pre-school.
- If you unwell please make sure your room leader is told. If you are unwell over the lunch break please don't disappear make sure you inform the room leader you are going home.
- If you are unwell please phone the pre-school before 8-45 to tell us you are not attending, you are then requested to call your school or college to inform them.
- If we have more than one student in the playroom please make sure that you do not stand around chatting.
- The work placement is given on the understanding that you will be learning about working in a real working environment.
- You are requested to inform your room leader if you have a project or a focus activity to do whilst on placement at least the week before, then this can be put into the daily plan.
- If you have any concerns whilst with us please speak to the Manager or her deputy.

Student Placement Agreement

Name

Address

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Telephone

College

Tutor

I have read the policies and procedures of Sherwood Pre-School and agree to work according to these.

SIGNED.....

DATED.....

September 2013/STUDENT PLACEMENT

Reviewed; May 2023

