



## **STUDENT PLACEMENT POLICY**

Tree Tops recognises that qualifications and training make an important contribution to the quality of the care and education provided by Nursery settings. As part of our commitment to quality, we offer placements to Secondary school students on work experience and to students undertaking early years qualifications and training. We recognise that the quality and variety of work which goes on in the Nursery makes it an ideal place for students on placement from school and college childcare courses, as well as those on the Diploma in Nursery Practice.

### **Students are welcomed into our Nursery on the following conditions:**

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the Nursery. No more than 2 students will be allowed to attend each session.
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course which provides necessary background understanding of children's development and activities.
- Students required to conduct 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 other adults in the Nursery must remain confidential.
- At no time will students be left alone to supervise children.
- We require schools placing students under the age of 17 year with the Nursery to vouch for their good character.
- We supervise students at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our Nursery on a short-term basis are not counted in our staffing ratios. Students who are placed for longer periods may be counted in our staffing ratios provided we consider them to be competent.

- We take out employer's liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- We require students to keep our confidentiality policy.
- We co-operate with student's tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our Nursery is managed, how sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.