**3.1 Student Placement Policy**

Students are welcome into our Pre-School as more than just an extra pair of hands. To safeguard everyone concerned we accept students on the following, conditions: ­

They have written confirmation from their course provider that they are a student and need a placement,

Student will be allocated a mentor from within the staff who will oversee their support and liaise with the tutors at college when necessary. They will also make clear what we expect of the student.

Students will be taken through an induction into the Pre-School.

Students will be given a copy of our Policies and Procedures to read. They will sign to say that they have read and understood this.

They will not be allowed unsupervised access to children.

We will require to see their DBS check with a satisfactory outcome and will record the necessary information on our DBS password protected spreadsheet.

They w111 not make the number of adults present too great for the safety and benefit of children’s learning.

They will not be permitted to attend to children’s intimate needs such as toileting or changing nappies.

Students will need to have read, agreed to and signed our [‘Student:Pre-School Partnership Agreement.’](Staff%20agreement%2017.docx) Which lays out our expectations of them.

Mobile phones are not to be used in the areas the children are in but can be kept in the office. Also, students and visitors are not permitted to make any reference to Shoreham Pre-school, the staff, children, parents on any social networking site. Failure to adhere to this will result in the immediate termination of the student/ visitor’s time with us.

Students and visitors will be asked to leave the setting if the children’s safety or confidentiality is compromised or if they do not adhere to our policies and procedures.