**Student Placement**

Students can be placed in the Pre-School on the following conditions:

* The needs of the children are the top priority and only two students will be allowed at a time so normal Pre-School routines are not impacted.
* Students must be confirmed by their tutor as being engaged in a childcare course or on a defined work experience programme.
* The Manager will conduct an Induction when a student starts, ensuring they are familiar with all Policies/Procedures, including our safeguarding and social networking policy.
* The Pre-School staff will make parents and carers aware of the students by displaying their names.
* Students required to conduct child studies will obtain written permission from the parents or carers of the child to be studied.
* Any information gained by the students about the children, families or other adults in the Pre-School must remain confidential.
* Students will not have unrestricted access to children and will be accompanied by Pre-School staff at all times.
* Students will not count in our staff / child ratios.
* The Pre-School has adequate public liability insurance
* Students will not receive payment for the work they do.
* The Pre-School will assist students with their childcare studies and as such, volunteers or placements may occur from time to time from local schools or colleges. The Pre-School will ensure that all placements and volunteers are valid and have DBS checks in place.