



Kingsdown Pre-school Student Placement Policy

We welcome students to Kingsdown Pre-school to give them experience of working within an early years setting.

Prior to a student being accepted for work experience the pre-school will obtain from their student placement officer written confirmation that they know of no reason why the student should not work with young children and that the student has never displayed violent or inappropriate behaviour. If the student has a current DBS check we will ask to see this. We will also ask if the student has an additional needs requirements that we need to be aware of.

The student will be made aware of the following points:

- In line with staff policy all mobile phones are stored in a designated box during the pre-school session. The student will be given the pre-school phone number so they can be contacted in an emergency.
- A brief induction providing details of our Child Protection policy, Emergency Evacuation procedure, Health and Safety policy. The student will also need to read our Confidentiality policy and be asked to sign to confirm it has been read and understood.
- The student will need to provide us with any details of any allergies or medical conditions that may arise during their time at the Pre-school
- The student will need to provide us with next of kin/emergency contact details.
- It will be explained to the student that for the children's safety and their own that they will not be allowed any unsupervised access with the children.

This policy was reviewed by the pre-school on 12 April 2022. It will be reviewed annually or sooner if required

Signed on behalf of the pre-school A.Bridges
Chairperson Kingsdown Pre-school