



Ladybirds Preschool Student Placement Policy

(Revised 4th November 2024)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

At Ladybirds Preschool we 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 Preschool will ensure that all placements and volunteers are valid and have DBS checks in place.

Procedures

Students can be placed in the Preschool 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 Preschool routines are not impacted.
- Students must be confirmed by their tutor as being engaged in a bona fide 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, social networking policy and our Emergency Evacuation Procedure.
- The Preschool staff will make parents and carers aware of the students by displaying their names on a laminated notice board in the reception area.
- 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 Preschool must remain confidential.
- Students will not have unrestricted access to children and will be accompanied by Preschool staff at all times.
- Students will not count in our staff / child ratios.
- The Preschool has adequate public liability insurance.
- Students will not receive payment for the work they do.

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Administration of Medicines*
- *Anti-Bullying*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Complaints*
- *Confidentiality & Client Access Policy*
- *Critical Incident Policy*
- *Diversity & Equality Policy*
- *Emergency Closure Policy*
- *Employment & Staffing Policy*
- *E-Safety Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*
- *Grievance Policy*
- *Health & Safety Policy*
- *Information Sharing Policy*
- *Key Person & Settling in Policy*
- *LADO Policy*
- *Lockdown Policy*
- *Looked After Children Policy*
- *Managing Children & Staff with Allergies Policy*
- *Mobile, Camera & Social Media Policy*
- *Nappy Changing Policy*
- *No Smoking Policy*
- *Operational Plan*
- *Organisation Policy*
- *Outdoor Play Policy*

- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Parents, Alcohol & Drugs Policy*
- *Photography & Video Policy*
- *Physical Contact & Handling Policy*
- *Prevent & British Values Policy*
- *Positive Behaviour Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Special Education Needs & Inclusion Policy*
- *Staff Alcohol & Drugs Policy*
- *Staff Behaviour Policy*
- *Staffing & Volunteers Policy*
- *Suitable Persons Policy*
- *Toileting Policy*
- *Transfer of Records Policy*
- *Uncollected or Lost Children Policy*
- *Usage, Storage & Retention Policy*
- *Whistleblowing Policy*
- *Working in Partnership Policy*

This policy will be monitored and evaluated at committee meetings. It will be reviewed bi-annually and unless new legislation or an incident occurs which requires an immediate review of this policy

November 2024

Review Date: November 2026

This Notice was adopted by the committee on 13/11/2024

Signed: *Jean de Paris*_____

Reviewed Date:

Signature:

Amendments: