



RAINBOW PRE-SCHOOL

Established 1979

Registered Charity No: 1026005

BAPTIST CHURCH HALL

2 Dukes Avenue, Muswell Hill, London N10 2PT

Telephone 020 8883 4010

Student policy

Policy statement

We are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our preschool. We will only offer placements to students who are associated with a recognised child-related course after discussions with the appropriate tutors and the establishment of close links with the college, training provider or school.

We expect all students to visit the preschool for an interview, followed by their student induction and preschool tour. At this time, students will have the opportunity to read and discuss relevant health and safety policies, receive a copy of the Student Handbook and sign their agreement in readiness for their first day.

Our policy for those on placements is as follows:

- All students must have an enhanced Disclosure and Barring Service (DBS) check and provide at least one written reference before their placement begins
- All students are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the preschool
- Students will be supervised at all times by the member of staff assigned to them and will not be left alone with the children.
- Students are not permitted to take children to the toilet or carry out any personal care duties (e.g. nappy changing)
- Students will be supported to understand preschool policies and procedures including Safeguarding children and child protection policy, Health and safety general standards, Inclusion, equality and diversity policy and Whistleblowing policy
- All students are required to maintain our Data protection and confidentiality policy
- It is expected that during the student's placement, their tutor will visit the preschool or have verbal/written communication with the Manager to receive feedback about the student's progress
- Students will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance. Staff will respect individual students' needs and abilities
- An accurate evaluation of ability and performance for both students and training providers will be provided and the preschool will support students who are experiencing difficulties with action plans if needed

- To maintain parent partnerships, parents will be informed when students are present in the preschool, e.g. via the parent noticeboard.
- All students on placement must adhere to the same codes of conduct as permanent staff including timekeeping and dress codes
- All students are encouraged to contribute fully to the preschool routine and to spend some time in every area.
- The needs of children remain paramount at all times and students are only admitted in numbers that do not hinder the work of the preschool.
- We ensure that students and trainees on placement are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities

In some cases, we may include suitable students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) in our staff: child ratios at the level below their level of study. This will be the discretion of the manager and will only occur when the manager is satisfied that the student or apprentice is competent and responsible and if they hold a valid and current paediatric first aid (PFA) qualification.

Children on work experience placements

We will only offer placements to pupils from local secondary schools on work experience after discussions with the appropriate tutors and the establishment of close links with the sixth form college or school.

A student aged 16 plus on work experience in the preschool is considered to be engaging in regulated activity and so the student would require the work experience provider, e.g. school or college, to complete a DBS enhanced check prior to their placement in the setting.