



Registered Charity No 1035670

## Student Placement Policy

This is Beckley Preschool's policy on student placements.

### Statement of intent

Students are welcomed into our setting as more than just an extra pair of hands. We ensure they are treated equally and with respect for bringing valuable experience into the setting.

### Method

To safeguard everyone concerned we accept students if:

- They have written confirmation from their course provider/school that they are a student and need a placement or have provided the name and telephone number of their course provider/school for the Manager to contact for confirmation.
- They read and understand the Preschool's policies and aims, and agree by signing the voluntary workers/work experience form, to abide by these at all times.
- They will not be allowed to any unsupervised access to children unless they have current evidence that they have had the appropriate Police and health checks.

Students will be allocated a mentor who will work closely with them and offer one-to-one support and guidance. Students' progress is monitored formally every six weeks. They can speak to their mentor about any queries or concerns but at a mutually agreeable time that doesn't affect the children's learning. Any concerns connected with their placement can be brought to the attention of the Manager.

We will follow the Health and Safety Executive guidance on health and safety for young people.

Please speak to the Committee Chair or the Manager if you have any queries or do not understand this policy.

This policy was adopted by the Management Committee of Beckley Preschool and reviewed on 13<sup>th</sup> May 2024.

Signed on behalf of the management committee:

Name of signatory:

Role of signatory:

Date: