



## Temporary Staff & Student Placement Policy

At Frenchay Pre-School, we recognise that the quality and variety of work which goes on in our pre-school makes it an ideal place for students on placement from Early Years training and qualifications as well as those studying for the Diploma in Pre-school Practice or Tutor Fieldworker courses.

In co-operation with educational providers, we welcome students into the pre-school on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers that hinder the essential work of the pre-school
- Students must be engaged in bona fide early years training which provides necessary background understanding of children's development and activities
- Any information gained by the students about the children, families or other adults in our pre-school must remain confidential and must never be repeated outside of the pre-school premises unless registered as 'fit' persons, students will not have unrestricted access to children.

- As a pre-school, all staff will assist with any enquiries a student may have about most aspects of the running of the pre-school. The student however will not ever be told any private and personal information about any child, family etc. Staff will also access the student's work and will be available to discuss any aspects of a task[s] carried out by the student
- A copy of the pre-school's Temporary Staff/Students' policy will be given to and discussed with each student on placement
- The management should be fully aware of the criteria/standards being studied by the student and any assignment tasks that will be undertaken within the setting

The Pre-school Manager has the right to veto tasks (after discussion) if they are deemed inappropriate.

Written by:	Deb Trim
This policy was adopted by the pre-school on:	5 <sup>th</sup> Feb 2014
Signed by the Deputy Manager of Frenchay Pre-School	Gemma Hughes
Next Review Date	November 2022
Links to EYFS	Suitable people