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## Edlesborough Under 5's

### **Unpaid Student Placements Policy**

We recognise that the quality and variety of work which goes on in a pre-school makes it an ideal place for students on placement from Early Years training and qualifications as well as those on 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:

1. The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the pre-school.
2. Students must be engaged in bona fide early years training which provides necessary background understanding of children's development and activities.
3. Any information gained by the students about the children, families or other adults in the pre-school must remain confidential.
4. Gain confirmation of clear CRB check from the training college responsible for student placement prior to the student starting.
5. All staff and students have induction training which includes awareness of the policies and procedures governing practice, such as health and safety, children protection (safeguarding children) policies, within their first week of placement.
6. Students under 17 years of age are supervised at all times and are not included in the staff:children ratios: where the registered person is satisfied that trainees of 17 years or over are competent and responsible they may be included in staffing ratios. Students on short term placements are not considered in staffing ratios.

*This policy was adopted at a meeting of Edlesborough Under 5's held on 9<sup>th</sup> September 2007*

Signed on behalf of Edlesborough Under 5's Alex Razak  
Position: Chair