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|  **Students Policy** |

Little Bookham Preschool is committed to sharing best practice with those wishing to pursue a career in childcare. Therefore, students will be welcome to join our staff and gain work experience within our Preschool.

We welcome the chance to encourage training and we will accept student placements and recognise this as an opportunity to examine and revise our own practice. We will only have one student at a time as we feel this benefits the student and reduces unnecessary pressure on staff members.

Students are expected to be associated with a recognised child related course, or on occasions, pupils from local secondary schools on work experience. Placements will be offered after discussions with the appropriate tutors, and close links have been established with the college or school.
Students will attend a pre-visit to 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.

* Students will be supervised at all times by a member of staff assigned to them and will not be left alone with the children.
* We require students to keep to our confidentiality policy
It is expected that during the student’s placement, their tutor will visit the Preschool or have verbal communication with the student co-ordinator to receive feedback about the student’s progression from the manager and the students mentor.
* Students will be offered support and guidance throughout their placement and offered constructive honest feedback in respect of their performance. Staff will respect individual students’ needs and abilities and will aid their development.
* 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 of when students are present in the Preschool by way of the parent emails.
* All students on placement must adhere to the same codes of conduct as permanent staff and this also applies to time-keeping and dress codes. Confidentiality must be upheld at all times. Students are attached to a senior member of staff (their mentor), who supervises their work and will explain the health and safety requirements. All students are encouraged to contribute fully to the Preschool routine and to spend some time in each area. Students must not be left alone with children.