**Student/Volunteer Placement**

**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 school and college childcare courses as well as those on the Diploma in Pre-School Practice or Tutor Fieldworker courses to gain experience.

Students are welcomed in our setting on the following conditions:

* The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential running of our setting.
* Students must be confirmed by their tutors as being engaged in a bona fide childcare course which provides necessary background understanding of children’s development and activities. Copies will be needed and these records will be kept in our Staff Filing Cabinet for our reference.
* Students required to conduct child studies will obtain written permission from parents of the child to be studied.
* Any information gained by the students about the children, families or other adults in the setting must remain confidential. All students must read and abide by our Confidentiality Policy and sign an agreement that they understand this.
* Unless registered as fit persons, students will not have unrestricted access to children and will never be left unsupervised.

This policy was adopted by Kingfisher Kindergarten Ltd

On 22nd January 2019

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner