



Mission Statement

"A Caring Christian Family Where We Grow Together"

EYFS STUDENT PLACEMENT PROCEDURE

Effective Date: 01/04/2017

Review Date: September 2025 Annual

Review Date	Signed Head Teacher	Signed Director RCSAT
26/09/2018	<i>J. L. J. J. J.</i>	<i>P. B. B. B.</i>
06/10/2019	<i>J. L. J. J. J.</i>	<i>P. B. B. B.</i>
15/10/2020	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/2021	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/2022	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/23	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/24	<i>J. M. Badger</i>	<i>P. B. B. B.</i>

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



Legislation

1.1. This procedure complied with all current legislation.

2. Responsibilities for Implementing the Procedure

- 2.1. The Executive Headteacher shall have overall responsibility for the implementation of this Procedure and shall ensure that all aspects of the procedure are managed appropriately.
- 2.2. To facilitate this, the Executive Headteacher has designated named staff and governors to manage aspects of this procedure, including co-ordination, health and safety governance overview and routine checks, reporting any issues to the Executive Headteacher.
- 2.3. The named persons are detailed in Appendix 1 of the procedure.
- 2.4. The object of this procedure shall be to define the agreed principles for Student placement throughout the Nursery/Reception.
- 2.5. Staff shall conform to this procedure.

3. Arrangements for this Procedure

- 3.1. The EYFS recognises that the quality and variety of work makes it an ideal location for students on placement from school and college child care courses and those on the diploma in nursery school practice.
- 3.2. Students shall be welcomed into the EYFS on the following conditions, bearing in mind that the needs of the children are paramount:
 - 3.2.1. Students shall not be admitted in numbers which hinder the essential work of the school.
 - 3.2.2. Students required to carry out child studies shall obtain written permission from the parents of the child to be studied.
 - 3.2.3. Tutors of students shall confirm in writing that they are engaged on a bona fide child care course, which provides necessary background understanding of children's development and activities.
 - 3.2.4. Any information gained by the students about the children, families or other adults in the school shall remain confidential. Records of information shall be held at the school.
 - 3.2.5. All students shall sign the schools confidential agreement before starting at the school.
 - 3.2.6. All students shall be given a copy of and follow the Staff handbook at all times.
 - 3.2.7. Students shall be provided with copies of the relevant Policies and Procedures to be followed.
 - 3.2.8. Students shall never be left unattended with children.
 - 3.2.9. Unless there is a recent DBS, a student shall not have unrestricted access to children.
 - 3.2.10. If for any reason the staff, children or parents are unhappy with a student, he or she shall be asked to leave immediately.
 - 3.2.11. Staff/ volunteers/ students under the age of 17 cannot count towards the ratio and shall be supervised at all times.
 - 3.2.12. Individuals aged 17 and over who are on a long term placement may be included in the ratios if the provider is satisfied they are competent and responsible.
 - 3.2.13. Mobile phones may only be used during lunch times.
 - 3.2.14. Admin staff shall be provided with all personal details (including medical needs) and emergency contact details for all students.
 - 3.2.15. The school shall always welcome visits from tutors to discuss students on placement.

4. Record Keeping

- 4.1. The following records shall be kept in the school office:
 - 4.1.1. Tutors' written confirmations.
 - 4.1.2. Contact details for students.
 - 4.1.3. Students' written studies on children.
 - 4.1.4. Staff reports on students, including reasons for their dismissal.

Appendix 1**RESPONSIBILITIES**

Area of Responsibility	Person Responsible
Overall responsibility	Executive Headteacher – Nicola Badger
Co-ordinator in School - Bunbury	Principal of School
Co-ordinator in School – St Oswald’s	Principal of School
Co-ordinator in School – Warmingham	Principal of School
Governor	Achievement Director

