



**Crossways**  
c/o Crossways Infant School, Knapp Rd. Thornbury, BS35 2HQ  
01454 867283  
crossways@firststeppreschool.co.uk  
**www.firststeppreschool.co.uk**

**Play • Learn • Grow**

## **Student Placement Policy**

First Step Pre-school Ltd recognises that the quality and variety of work and activities carried out in our pre-school provide an ideal training opportunity for work placements from schools and college child-care courses, as well as those studying for a variety of further education Early Years qualifications. We aim to offer placements to students to gain experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

### **Procedures**

- We require students to meet the 'suitable person' requirements of OFSTED, have a DBS in place if in Further Education
- We require schools placing students under the age of 17 years with the Pre-school to vouch for their good character.
- Students will be supervised at all times and do not allow them to have unsupervised access to children.
- Students are not counted in our ratios, except in emergencies if they are deemed such by the Manager/Deputy.
- Employers' Liability Insurance and Public Liability Insurance is in place which covers both students and voluntary helpers.
- We require students to respect our Confidentiality Policy.
- We liaise with students' tutors in order to help students to fulfill the requirements of their course of study.
- Students are given an induction pack, they will need to fill in the Information Required form and bring on their first day. Students will have an induction at the first session of their placement with their mentor.

