**POLICY AND PROCEDURES REGARDING STUDENTS**

Rainbow’s End Montessori School recognises the value of work placements for the training, development and expansion of the early years workforce. As such, Rainbow’s End Montessori School accepts students on work experience or teaching practice placements from local colleges. Students may attend for short visits or may attend for a block placement or longer term placement over several weeks.

All placements, however brief, must be arranged through the training provider or else confirmation from the training provider must be sought prior to a student being accepted. Privately arranged placements are not accepted. This is to safeguard the children.

Rainbow’s End Montessori School offers placements to a maximum of one student at any one time, whether from the same or separate training providers.

Students are never left in sole charge of children.

Students do not assist children in the toilets, other than assisting with hand washing. Students do not clean up bodily fluids.

Students do not change children’s clothing or nappies except where this is a requirement of their course of study. In this case the student works, at all times, under the close one-to-one supervision of an experienced member of staff.

Students do not answer the doors or main gate.

Students do not administer medication or first aid. Students do not complete accident/incident reports or medication records. Students do not sign accident/incident reports or medication records.

Students do not have access to the children’s registration forms.

Information regarding children is shared with students on a “need to know” basis. Confidential information is not shared or discussed with students.

Students do not give feedback to parents regarding their children.

Students may carry out observations of either individual children or of the setting as a whole in furtherance of their studies. In such observations individual children are not identified by name nor are they identifiable from any information included in the observation. Where a student carries out individual child observations parents are informed in writing and are asked to give signed permission for their child to be included in such observations.

Students do not take photographs of children.

PROCEDURES RELATING TO STUDENTS

* Students whose placement is longer than one day (ie for the purpose of gaining experience rather than for observation only) attend for an interview prior to beginning their placement. At this interview the proprietor or manager familiarises the student with the setting, introduces them to staff, explains the setting’s expectations of the student whilst on placement (eg dress code, hours of attendance, breaks, behaviour, etc), discusses the student’s expectations of the placement (eg experience to be gained, assignments to be completed, etc), and answers any questions the student may have.
* Students are allocated an experienced member of staff who will act as their mentor throughout their placement. Mentors keep a regular check on the student’s progress offering help, advice, information and support. Mentors ensure that students gain the appropriate experience to enable them to complete any work placement assignments. Mentors liaise with the student’s tutor. Mentors are responsible for completing the student’s end-of-placement report.
* On their first day in the setting the student is familiarised with the Emergency Evacuation Procedure, Safeguarding Procedures (including identity of DSL and Deputy DSL), and with all other policies & procedures (eg Health & Safety, Confidentiality, Security, etc) as applicable to them.
* Students are required, at all times, to wear a badge identifying themselves as a student.
* Parents are notified via newsletters of students who will be visiting on work placements.