

## **Trainee Placements Policy**

The variety and quality of work that goes on in a Pre-school makes it an ideal learning area for students, apprentices and volunteers (trainees) on placement from a recognised Early Years Training provider or educational provider requiring work experience for trainees. In co-operation with the early educational providers, we permit trainees into the Pre-school on one day placements, short term placements or long term placements making sure that the needs of the children are paramount; trainees will not be admitted in numbers that hinder the essential work of the Pre-school.

Trainees must be engaged with a recognised training provider in early years training or work experience programme and pre booked with the managers confirming the days and times of attendance and must provide a current DBS of which will be recorded.

To help trainees settle in all trainees will be given an induction tour of the setting, identifying the fire exits, areas of no go and self-safety tips to protect themselves and the children. A mentor will be identified to work closely with the trainee and support them to achieve their goals. The mentor will complete an induction procedure, completing paperwork and providing the trainee with a trainee pack. Trainees should familiarise themselves with our Safeguarding Policy (5) as priority.

The setting deals with many families and as part of our confidentiality policy (6) and data protection policy (38) any information gained by trainees about the children, families or other adults in the Pre-school must remain confidential. Failure to keep this information to themselves may result in the removal of placement and in extreme cases removal from their respective course. If confidentiality has been breached by a trainee the trainee's placement will be withdrawn while an investigation takes place.

During the placement trainees are allowed to make written observations but must gain managers approval prior to making any written observations. During the writing of these observations no child, family or adult can be identified from the information written, by name, address or description.

If trainees need evidence of children's work for their training course, they must obtain permission before any photocopies are taken, such copies are to have all identification deleted beforehand, and under no circumstances should original paperwork be removed from the setting.

Unless registered as a 'fit' person, no trainee will be left on their own with children. Trainees should not put themselves in a position where they are alone with a child, especially in the bathroom/changing area and are advised of this during their induction. Trainees are not expected to

change nappies or assist with toileting. However they may, if needed as part of their course evidence to meet criteria and deemed competent only when supervised by a staff member.

All staff and Trainees are expected to maintain a good standard of personal hygiene and any matters where personal hygiene of trainees is low the matter will be referred back to their training provider to approach the trainee. If the matter persists the management will use their discretion and tackle the matter sympathetically.

Trainees are expected to dress appropriately by either wearing their training provider's uniform or black skirt or trousers, a plain shirt, jumper or cardigan. No denim, trainers, open toed sandals or high heeled shoes. The wearing of Jewellery is to be kept to a minimum with no large protruding rings, long dangling earrings or necklaces. Some piercings may need to be removed or covered during placement, during some activities which can be very messy, or to meet food hygiene standards.

To complete their training trainees are expected to follow the daily routine and carry out specific activities. When trainees need to carry out planned activities they should liaise with the team in advance. Trainees are responsible for completing tasks and meeting their course criteria. They are expected to liaise with staff to achieve this.

No mobile phones are permitted where the children have access. In matters where an important call is expected the phone can be left in the office with the managers.

Trainees are expected to maintain a standard of attendance and work as part of the team. We expect our code of conduct to be followed by trainees. If breached the training provider will be contacted and the trainee may be requested to leave.

Smoking is not permitted in the building or on the grounds of the school that the setting is located, this includes the carparks and adjoining footpaths. Any trainee wishing to leave the premises for a smoke break or any other reason must notify the deputy of their departure and return. Trainees failing to return from a break will be reported to their training provider as we have a duty of care and safety for all children and trainees.

Trainees should address any concerns to the supervisor in charge, or the managers, as soon as any problem arises to minimise any emotional stress. The supervisor alongside the mentor are there to answer any questions.