



## **STUDENT PLACEMENT POLICY**

St. Paul's Childcare and Pre-Learning Centre recognizes the importance of credentials and training in improving the quality of care and education in early childhood settings. As part of our commitment to maintaining high standards, we are pleased to provide placements to students pursuing early childhood certifications and training programs. Our Student Placement Policy guarantees that these assignments give excellent experience learning opportunities at our prestigious university. Students get practical insights and hands-on experience at St. Paul's Childcare and Pre-Learning Centre thanks to carefully designed placement hours supervised by qualified educators. These placements are strategically planned to promote students' professional growth and development, providing them with the skills and information necessary for success in early childhood teaching.

### **Policy Overview**

#### **Placement**

##### **Criteria:**

1. Candidates must demonstrate good academic achievement in coursework, including perform successfully completing necessary modules.
2. Candidates must maintain regular attendance and actively engage in all course activities, workshops, and discussions.
3. Candidates should be professional in their interactions with childcare centre personnel, demonstrating timeliness, respectful communication, and adhering to institution standards.
4. Candidates must have key abilities in childcare education, such as pleasant interactions with children, excellent communication and problem-solving.
5. Candidates must follow childcare centre standards, including health and safety requirements, confidentiality agreements, and a recent clean code of conduct.
6. Candidates should be committed to professional growth and eager to get practical experience in childcare settings.
7. Students are allocated to a senior staff member who oversees their work and provides information on health, safety, and fire regulations and must be always supervised.
8. Students placed in our childcare facility must demonstrate sufficient proficiency in English to contribute effectively to the well-being of the children under our care.
9. Students must submit recent clean police conduct certificate to protect the safety and well-being of children in the childcare facility.

##### **Supervision and Responsibilities:**

1. Students will be always supervised by assigned staff members and will not be left alone with the children.
2. Students will only undertake tasks such as nappy changing under direct supervision.
3. Students placed in our facility for qualification courses are not included in our staffing ratios.
4. Staff will support students in understanding childcare policies and procedures, including confidentiality agreements.

**Feedback and Evaluation:**

Tutors or designated representatives are expected to visit the childcare facility during the student's placement or maintain regular verbal communication with the student coordinator to receive feedback on the student's progress.

Students will receive support, guidance, and constructive feedback on their performance. Individual needs and abilities will be respected.

Accurate evaluations of student performance will be provided, and the childcare facility will offer support to students experiencing difficulties, including the development of action plans if necessary.

**Parent Communication:**


Parents will be informed when students are present in the childcare facility through our childcare application. We are using this method of communication since it is the most preferred way to communicate with parents.

**Conduct and Participation:**

All students on placement are expected to adhere to the same codes of conduct as permanent staff, including punctuality and dress codes. Students are encouraged to actively engage in the childcare centre routine and spend time in various areas.

**Student Information Booklet:**

Upon induction, St. Paul's Childcare and Pre-Learning Centre will provide students with a comprehensive student information booklet outlining our expectations. Students are required to read and understand the contents of this booklet. A meeting will be arranged to address any queries and obtain confirmation of understanding through signature.

Policy is adopted by	St Paul' Childcare and Pre-Learning Centre
Date	15-02-2024
Date to be reviewed	14-02-2025
Signature of behalf of the provider	
Name and Role of the Signatory	Donha Muscat, Childcare Manager

# **STUDENT INFORMATION**

## **Aims:**

St. Paul's Childcare and Pre-Learning Centre acknowledges the significant role that qualifications and training play in enhancing the quality of care and education provided by childcare centre settings. As part of our dedication to maintaining high standards, we offer placements to students pursuing early years qualifications and training.

## **Objectives**

### **Student Experience:**

Our primary aim is to provide students with placement experiences that contribute to the successful completion of their studies and exemplify quality practices in early years care and education.

### **Cooperation and Support:**

We collaborate with students and their tutors to facilitate the fulfilment of course requirements. Emphasizing the value of qualifications and training, we provide students with opportunities to participate in staff meetings and training sessions.

### **Child-Centric Approach:**

The welfare and needs of the children under our care are paramount. Students engaged in early years training must possess a comprehensive understanding of children's development and activities.

## **Induction**

### **Process Purpose:**

Student induction serves as a process to familiarize students with the daily operations of our childcare facility, enabling them to integrate seamlessly into the team and contribute effectively.

### **Policies and Procedures:**

1. All students are required to complete an induction to acquaint themselves with the childcare's policies, procedures, and practices.
2. Students will receive a handbook containing essential policies such as safeguarding, fire evacuation, behavioural management, dress code, and ICT policy. They are encouraged to familiarise themselves with additional policies available in the childcare centre reception or office.
3. Students placed in our childcare will not be included in our staff ratios as their primary role is to observe and learn about childcare environments.

St. Paul's Childcare and Pre-Learning Centre maintains up-to-date employer's liability insurance and public liability insurance, covering both trainees and childcare educators.

## **Behaviour Policy.**

### **Designated Practitioner:**

We designate a named practitioner, **Donha Muscat, (childcare manager)** responsible for behavioural management within our childcare centre.

**Positive Role Modelling:**

All adults, including students, are expected to provide a positive model for children in terms of friendliness, care, and courtesy. Strategies for handling conflicts are also provided.

**Establishing Rules:**

Rules governing group conduct and children's behaviour are discussed, agreed upon, and explained to adults, children and all newcomers.

**Consistency and Encouragement:**

Consistent application of rules ensures children's security in knowing what to expect and fosters positive behaviour. Desirable behaviours such as kindness and sharing are praised and endorsed.

**Positive Reinforcement:**

Measures are taken to avoid situations where students receive attention only in response to undesirable behaviour.

**Code of Conduct:****Professionalism:**

- a. Adults, including childcare staff, and students, will maintain professionalism in their interactions with children and families, refraining from engaging in personal contacts outside of the childcare centre setting unless the child is already known to them in another capacity.
- b. Punctuality, adherence to the dress code, and participation in the induction process are expected.
- c. Familiarity with and adherence to childcare centre policies and procedures are required.
- d. Awareness of allergies and care plans for individual children is essential.
- e. Understanding of job roles and the current management structure is necessary.
- f. Respect for colleagues and active support of their efforts is encouraged.

**Communication and Interaction:**

- a. Politeness, respect, and clear communication are paramount in all interactions.
- b. Fulfilment of responsibilities and duties to the best of one's ability is expected.
- c. Open-mindedness and a positive attitude toward further training and professional development are encouraged.
- d. Commitment to sharing information with parents and other settings is essential.
- e. Encouragement of expertise sharing within the childcare is valued.

**Health and Safety:**

- a. Attention to health and safety matters, including the completion of incident logs for children with markings, is mandatory.
- b. Parents signature is needed for a student to be assigned in their child's group.
- c. Sweets, chocolate and nuts are not permitted in the setting.

**Use of Mobile Phones:**

Mobile phones are not to be used in the setting, except in designated areas such as the office.

## **Types of Affection Permitted Within the Setting.**

### **Comforting Actions:**

1. Students may provide comfort to children by picking them up, ensuring adherence to manual handling and health and safety guidelines.
2. Holding a child on the student's lap for comfort, security, and reassurance is permitted, except when advised otherwise by a practitioner.
3. During group activities, children needing extra comfort or contact may sit with individual staff members.
4. Staff will encourage children to sit independently, monitoring instances where children are on staff laps through observation.
5. Students will be mindful of their professional status and avoid continually having the same child on their lap.
6. Students will support practitioners in redirecting children who consistently seek comfort and affection.
7. Positive comments regarding children's emotional development are encouraged.

### **Confidentiality Policy:**

At St. Paul's Childcare and Pre-Learning Centre, we prioritize building professional relationships with our families. We ensure that parents and carers can share information with us confidently, knowing it will solely contribute to their children's welfare. Our record-keeping systems comply with legal requirements, adhering to the Data Protection Act and Human Rights Act. Staff are briefed on their confidentiality responsibilities during induction and supervision sessions.

### **Confidentiality Procedures**

#### **Parental Consent:**

We always seek parental consent before considering information shared with us as it is confidential.

While parents may share personal information with other parents or staff, we cannot be held accountable if information is shared beyond the intended recipients.

#### **Group Discussions:**

Information exchanged during parent discussions or training sessions is generally considered confidential to the group and not to be disclosed outside of it.

#### **Recording Confidential Information:**

Parents are informed when we need to record confidential information beyond general personal details, such as injuries, concerns, changes in the child or family's circumstances, discussions on sensitive matters, child protection actions taken, and communications with external agencies regarding their child.

All records are securely stored in compliance with our record-keeping procedures and data protection policy.

#### **Disciplinary and Grievance Policy:**

Our disciplinary and grievance procedures are designed to handle conflicts within the childcare setting and ensure the protection of children, employees, and the childcare itself from inappropriate behaviour.

**Disciplinary Procedure:**

Minor disagreements are typically resolved during regular staff management meetings or through informal discussion.

Serious disputes that cannot be resolved informally or result in dissatisfaction with an employee's conduct are addressed through the following procedure:

- a. The nature and details of the complaint are provided to the employee to prepare their case.
- b. A disciplinary panel, consisting of the Chairperson of the childcare centre Committee and two other nominated Committee members, ensures confidentiality throughout the process.

**Dress Code:**

- a. We expect students to wear casual but smart attire, avoiding jeans and facial jewellery.
- b. Footwear should be flat, comfortable, and enclosed to ensure the safety of young children.
- c. Long nails, heavy or heeled shoes, and untied long hair can pose risks to children and should be avoided.

**Emergency Evacuation Protocol:**

In the event of an emergency, immediate evacuation of the premises is imperative. Please adhere to the following guidelines:

**Evacuation Instructions:**

- a. Leave the building promptly using the nearest exit available.
- b. Ensure all doors are closed behind you to prevent the spread of fire.
- c. Utilize the main exit located at the front of the childcare centre and proceed down the primary staircase.
- d. Refrain from retrieving personal belongings during evacuation.
- e. Do not re-enter the building unless instructed by emergency personnel.

**Evacuation Procedure:**

- a. The centre is equipped with a fire alarm system. In the event of a fire, our priority is to get all children, parents/carers, and visitors out of the building as quickly as possible.
- b. The classroom's first aid kit and the weekly attendance sheet form are collected.
- c. Staff member closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place.
- d. Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- e. The last staff member to exit the classroom must turn off all lights and close all doors.
- f. Once assembled at the designated meeting place, the child carer is responsible for using the weekly attendance sheet form to ensure all children are accounted for.
- g. The Childcare Manager will verify, as soon as possible, that all children are accounted for.
- h. Attendance will be verified through a roll call to ensure all individuals are accounted for.
- i. If the landline is used for emergency calls, the childcare centre manager will also ensure the mobile phone is available for communication.

**Health and Safety Policy:**

At St. Paul's Childcare and Pre-Learning Centre, the safety and well-being of our employees and students are paramount. We provide a safe working environment and adhering to the following safety guidelines:

### **Responsibility for Health and Safety:**

Health and safety are collective responsibilities. It is essential for all individuals to prioritize their safety and that of others.

Any safety concerns observed should be promptly reported to a supervisor or a member of the management team.

### **Identified Hazards within the Childcare Centre:**

- Slips, trips, and falls:

Wear appropriate footwear to minimize the risk of slips and falls.

Regularly ensure the tidiness of the childcare centre environment, particularly in areas where children play.

- Manual Handling:

Minimize manual handling tasks whenever feasible.

If lifting is necessary, adhere to proper lifting techniques, including bending the knees, using leg muscles, and maintaining a straight back to prevent injury.

### **Accident Procedures:**

In the event of an accident, it is crucial to follow the procedures outlined below:

#### **Reporting Accidents:**

All accidents, regardless of severity, must be reported promptly and documented on an accident form.

Inform your supervisor immediately of any accidents.

#### **First Aid:**

- a. Students are not authorized to administer first aid.
- b. First aid tasks are solely performed by qualified first aiders who have received paediatric first aid training.
- c. First aid kits are available in designated areas in between kitchenet and the nappy change area.

#### **Infection Control:**

Preventing the spread of infection is essential. Please adhere to the following guidelines:

- a. Students must refrain from attending the childcare if they have been ill with a contagious illness such as fever and diarrhea.
- b. Ensure thorough handwashing and sanitizing on a regular basis to minimize the risk of infection transmission.

**Personal Protective Equipment:** Students are not expected to handle tasks requiring personal protective equipment. Gloves and aprons are provided for staff members by the childcare centre for specific tasks such as changing nappies and other cleaning schedules.

#### **Mobile Phone and Acceptable Use Policy:**

Mobile phones are versatile devices that require responsible usage, particularly within the childcare centre environment:

- a. Personal mobile phones should be kept in the office during working hours to minimize distractions and potential risks.
- b. Staff members are provided with the childcare landline number for private calls, and personal mobile phones should only be used during lunch breaks or off-premises.
- c. Staff and parents are prohibited from using personal mobile phones inside the premises.
- d. St. Paul's Childcare and Pre-Learning Centre provides staff with emergency mobile phones for use during outings, ensuring safety and communication in case of emergencies.
- e. Work mobile phones are equipped with passwords and do not have camera facilities to protect against misuse.

**Safeguarding Policy:** At St. Paul's Childcare and Pre-Learning Centre, we prioritize the safety and well-being of every child in our care. Our safeguarding policy is designed to ensure a secure environment for all children, staff, and students.

**Responsibilities:** It is the responsibility of the management team to ensure that all staff and learner undergo proper background checks to confirm their suitability to work with children. Our appointed Safeguarding Designated Person, **Donha Muscat, manager of childcare** oversees all safeguarding matters within our setting.

**Training and Awareness:** Our Designated Person ensures that all staff and scholar receive comprehensive safeguarding training at least every year. They also attend or appoint a senior staff member to attend relevant child protection conferences, reviews, and meetings to contribute to discussions aimed at safeguarding and promoting the welfare of children.

**Prevent Duty:** We are committed to fulfilling our duty to prevent people from being drawn into illegality. As part of our wider safeguarding duties, we provide training for practitioners to assess the risk of children being drawn into chaos. We work closely with parents/carers through our key person approach and seek advice and support from higher authorities.

**Parental Involvement:** We recognize the importance of involving parents/carers in safeguarding efforts. We provide opportunities for open communication and encourage parents/carers to raise any concerns they may have regarding their child's well-being.

Our safeguarding policy is regularly reviewed and updated to ensure it remains effective and compliant with relevant regulations and best practices.

**Security Policy:** At St. Paul's Childcare and Pre-Learning Centre, we prioritize the safety and security of our premises to ensure the well-being of all children, staff, and visitors. Our security measures are designed to control access to the facility and maintain a secure environment.

**Entry Protocol:** Upon arrival at the centre, visitors are required to ring the video doorbell located at the entrance of the childcare Centre. Upon verification, visitors will be granted access to the building. However, there is an additional door within the childcare centre premises that remains closed until a specific code is entered. Students are not provided with this code and are instructed to ring the bell and await assistance from a staff member to gain entry, were a change a shoe must be done.

**Visitor Sign-in:** Once inside the childcare centre, all visitors, including students, are required to sign in using the visitor book. This is essential for safety and security purposes. In the event of lost attendance sheets, the visitor book serves as a backup record to verify attendance.

**Restricted Access:** For added security, students are not permitted to open the door to allow parents or any other individuals into the childcare centre. This measure ensures that only authorized staff members control access to the premises. These security protocols are in place to uphold the safety and well-being of everyone within our facility, especially our children.



**Key Tasks:**

Students participating in placements at St. Paul's Childcare and Pre-Learning Centre will engage in various activities involving young children under the guidance of experienced practitioners. These activities may include playing with children, organizing games and activities, assisting in preparation and cleanup tasks, and collaborating as part of a team. While students may occasionally supervise during lunch or break times, they will never be solely responsible for a group of children.

**Working Hours:**

Placement hours are from 9:00am to 4:30pm (until completion of placement hours), with a half an hour of lunch break provided. Negotiation for a shorter break of half an hour is possible upon request.

**Requirements:**

1. Students should possess a genuine interest in early childhood education and care.
2. Punctuality, politeness, and friendliness are essential attributes for student conduct.
3. Students must be prepared to actively engage with both children and staff members.
4. Compliance with all childcare policies and procedures is expected from students.

**Age Groups The children are divided into age groups within the childcare centre:**

<b>Age of Children (Months)</b>	<b>Number of children cared for by a qualified childcare educator</b>	<b>Number of children cared for by a qualified and accredited childcare educator and assistants to the childcare educator.</b>
0-12 months	3	5
13-24 months	5	8
25-36 months	6	10
Mixed group	6	10

**Student Induction Sheet**

<b>PHOTO</b>	
<b>NAME</b>	
<b>ADDRESS</b>	
<b>TELEPHONE NUMBER</b>	
<b>MOBILE NUMBER</b>	
<b>EMERGENCY CONTACT NAME/RELATIONS HIP</b>	
<b>EMERGENCY CONTACT NUMBER</b>	
<b>CONTEST OF PLACEMENT</b>	
<b>PLACEMENT ORGANISERS NAME</b>	
<b>CONTACT NUMBER</b>	
<b>ASSIGNED MENTOR</b>	
<b>DATES OF PLACEMENT</b>	FROM:                      TO:

**RATING SCALE**

<b>EXCELLENT</b>	
<b>GOOD</b>	
<b>AVERAGE</b>	
<b>BELOW AVERAGE</b>	

<b>PLEASE COMMENT ON THE APPLICANT'S:</b>	<b>RATING</b>	<b>COMMENTS</b>
<b>TRUSTWORTHINESS</b>		
<b>RELIABILITY</b>		
<b>TIMEKEEPING</b>		
<b>HONESTY</b>		
<b>FLEXIBILITY</b>		
<b>COMPETENCY</b>		
<b>COMMUNICATION SKILLS</b>		
<b>TEAMWORK</b>		
<b>ABILITY TO WORK ON OWN INITIATIVES</b>		
<b>ABILITY TO TAKE AND FOLLOW INSTRUCTIONS</b>		
<b>INTERACTION WITH CHILDREN</b>		

<b>PRACTITIONERS NAME</b>	
<b>PRACTITIONERS SIGNATURE</b>	
<b>DATE</b>	