

## **Student Placement**

We require schools placing students under the age of 18 with First Steps to vouch for their good character. We do not admit students in numbers that would hinder the essential work of First Steps.

We supervise students under the age of 18 at all times and do not allow them to have unsupervised access to children at any time. Restricted areas and activities will be identified in order to ensure the safety of children at pre-school and are included in risk assessments and in the induction. These are likely to include no access to the child toilet areas.

We take out employers' liability insurance and public liability insurance which covers both volunteers and trainees.

On the first day of their placement, we provide students with an induction including health and safety (see appendix).

We communicate a positive message about the value of qualification and experience.

A full Young Person's Risk Assessment is undertaken prior to the placement and a health and safety action plan created if there are any areas not adequately in place. Students will not be asked to undertake tasks where they do not have adequate training such as use of chemical products or handling food.

We work with the student's school or college to ensure necessary information is issued prior to the placement and that actions have been taken to ensure the safety of the young person.

We do not at present accept persons under 18 as part of an Apprenticeship Scheme.

## Appendix 1

### Student Induction

Thank you for choosing First Steps Pre-school for your student placement. We hope your stay with us will be a helpful and valuable time.

### General information-

- Please inform us as soon as possible if you are unable to attend pre-school on 01760 447444.
- Please keep any mobile phone in the porch and avoid using during pre-school hours except in any emergency. Phones must not be removed from the porch area during pre-school hours.
- Wear appropriate clothing which you are happy to get dirty!
- Use appropriate language at all times.
- Please do not pick up the children or sit children on your lap.
- Please do not lift any heavy equipment.
- Please do not use any chemicals or electrical appliances.
- The pre-school toilets (used by children) are a restricted area and must not be entered. You will not be asked to undertake any nappy changing, changing clothes or helping with the toilet.
- Please use the disabled toilet by the offices.
- Please do not share any information about the children at pre-school with anyone other than the pre-school staff (confidentiality).
- You will not be asked to make hot drinks or handle any food.
- You will be given an induction by the supervisor, Louise Mawditt. An Induction list is given on the next page.
- Please ask if there is anything you are not sure about.

### Job Description

- Generally to assist members of staff. This may mean:
  1. Helping with craft.
  2. Playing a game with the children.
  3. Joining in music activities.
- We would also like to encourage students, if they feel confident, to prepare an activity for the children, under staff supervision at all times.

### Working Hours

Monday 8.45-3.15

Tuesday 8.45-3.15

Wednesday 8.45-3.15

Friday 8.45-12.15

<b>Student Induction</b>	
<b>Health and Safety</b>	<b>Tick when covered</b>
A tour of the premises and staff	
Who to report Health and Safety problems to	
Prohibited areas and activities	
Pre-school Health and Safety policy	
Fire procedures	
First Aid locations	
Reporting accidents and near misses	
Manual handling	
Safe use of equipment	
<b>General</b>	
Code of conduct	
Safeguarding policy	
Hot drinks	
Emergency contact details	
Any medical/physical/ learning needs	
Confidentiality policy	
Job description	
Your responsibilities	
Our responsibilities	

**Induction delivered by:**

**Induction received by:**

**Signed:**

**Signed**

**Date:**

**Date:**