**Statement of Intent**

We recognise that the quality and variety of work which goes on in TreeHouse makes it an ideal place for some people to offer to volunteer and students on placements from school and college childcare courses as well as those on the Diploma in Pre-School Practice of Tutor Fieldworker courses.

**Methods**

Students and volunteers are welcome into the pre-school on the following conditions:

* The needs of the children are paramount. Students and volunteers will not be admitted in numbers that hinder the essential work of the pre-school.
* Students must be confirmed by their tutor as being engaged in a bona fide childcare course that provides necessary background understanding of children’s development and activities.
* Upon commencement of placement, students will be made aware of the child protection policy, who the safeguarding officers are (staff and committee).Students will be asked to read and understand the settings whistle blowing policy.
* Upon commencement of placement, students will receive a placement pack containing details of all key policies and procedures including child protection, behaviour management and confidentiality.
* Students and volunteers will be allocated a mentor from the senior management team as a point of contact and on-going support.
* Students required to conduct child studies will obtain written permission from the parents of the child to be studied.
* Any information gained by the students and volunteers about the children, families or other adults in the pre-school must remain confidential.
* Unless registered as fit persons students or volunteers will not have unrestricted access to children
* Students under the age of 17 will be supervised at all times.

This policy was adopted by the committee at a meeting of TreeHouse Pre-school

Held on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_