**Student Placement Agreement**

**Contact Information**

**Name of student:**

E-mail:

Telephone number:

Emergency contact details:

**Name of School/College:**

Address of placement:

Telephone number:

E-mail/other contact details:

Course Details:

**Placement Plan**

Start and end dates of placement including hours:

**Learning objectives (complete below)**

*Points to consider:*  Both student and Pre School should identify aims for the placement and discuss what knowledge and skills should be developed by the end of the placement.

Consider learning needs identified in the student’s practice placement application.

**Learning opportunities**

*Points to consider*: What opportunities are offered by this placement that will enable the above objectives to be met? Are other arrangements necessary?

1. What work will the student be expected to do?
2. How will the nature and amount of work be reviewed?
3. Who will be responsible for allocating and reviewing the student’s work?

The following policies must be explained and information provided about where students may see written copies. Please set out action taken or planned to ensure that the student is aware of these policies and can meet agency requirements:

1. Insurance cover:
2. Inoculations and vaccinations required:
3. Health and safety policy and risk assessments:
4. Rules concerning the confidentiality of written/on-line records:
5. Whistleblowing policies (see second bullet point of the whistleblowing policy on Appendix 6 for instructions on what to include under this heading):
6. Equalities support arrangements in the agency:

**Illness or other absence**

In the event of unplanned absence each student has a duty to inform the Pre School at the earliest opportunity.

**Signatures**

**I understand that:-**

* **I will work with due attention to the policies and procedures of Winford Village pre School**
* **I will work under the supervision of Claire Lavender-, Pre School Manager who will advise/mentor as needed. Or in Claire’s absence Amanda Dyer, Pre School Deputy Manager.**
* **I will not be left unsupervised with any child.**
* **I will not form part of the adult ratio.**
* **I will leave all personal possession, including mobile phone, in the office during my hours of attendance.**
* **I will take NO photographs on my mobile phone or any other electronic equipment.**
* **I must have previous permission before recording any observations of the children in relation to my course.**
* **I will divulge no information regarding any of the Pre School children/adults.**
* **I will discuss any concerns with Claire Lavender-House.**

**Student: Winford Village Pre School:**

**Name: Name:**

**Signature: Signature:**

**Date: Date:**