



## ST. THOMAS MORE CATHOLIC PRIMARY SCHOOL

### STUDENT PLACEMENTS POLICY

#### MISSION STATEMENT

*I have come so that they may have life and have it to the full - John 10:10*

As a Catholic school, God is at the heart of all we do. We believe that each person is made in His image, deserving to be treated with respect and dignity.

Showing respect, love and care for everyone and everything, we aim to develop harmony between pupils, parents, the school and Parish and grow as a Christian community.

We aim to embed the virtues in every child to believe in themselves to be the best that they can be and leave school as well-rounded individuals who care about themselves, others, and the world.

This policy must be read in conjunction with the Early Years Foundation Stage Nutrition Guidance, Medical Needs Policy, First Aid Policy, Safeguarding Policy and the Preschool/Nursery Policy

Date drafted: September 2025

Date ratified by the Governing Body: January 2026

Date for review by Staff and Governors: ~~June~~ September 2026

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**St. Thomas More Catholic Primary School**

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St Thomas More Preschool and Nursery is committed to sharing best practice with those wishing to pursue a career in childcare. Therefore, students will be welcomed to join our staff and gain work experience within our Preschool and Nursery. We welcome the chance to encourage training.

We accept student placements and recognise this as an opportunity to examine and revise our own practice. We will accept a maximum of 1 student at a time each term, as more students than this places undue pressure on the staff. We do, however, accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

Students are expected to be associated with a recognised child related course, or on occasions, pupils from local secondary schools on work experience. Placements will be offered after discussions with the appropriate tutors, and close links have been established with the college or school.

**A placement will not be offered to students 16 or over without an enhanced DBS.**

The children's welfare is paramount and students will not be put in a position, or given direct responsibilities that would compromise the quality of care or safety to themselves and the children.

Students will attend a pre-visit to the Preschool and Nursery for an interview, followed by their student induction and tour. At this time students will have the opportunity to read and discuss relevant policies, receive a copy of the Student Handbook, and sign their contract in readiness for their first day:

- Students will be supervised at all times by a member of staff assigned to them and will never be left alone with the children
- We require students to keep to our confidentiality policy
- It is expected that during the student's placement, their tutor will visit the Preschool and Nursery or have verbal communication with the student co-ordinator to receive feedback about the student's progression
- Students' will be offered support and guidance throughout their placement and offered constructive honest feedback in respect of their performance. Staff will respect individual students' needs and abilities and will aid their development
- An accurate evaluation of ability and performance for both students and training providers will be provided and the Nursery will support students who are experiencing difficulties with action plans if needed
- To maintain parent partnerships, parents will be informed of when students are present in the Nursery.

All students on placement must adhere to the same codes of conduct as permanent staff and this also applies to timekeeping and dress codes.

Confidentiality must be always upheld. Students are attached to a senior member of staff who will supervise their work and explain the health, safety, and fire requirements. All students are encouraged to contribute fully to the Preschool and Nursery routine and to spend some time in each area. Students must never be left alone with children, and they should only be allowed to change nappies when supervised.