

# Harrold Pre-School Policies



## **Internal Staff, Volunteers, Students & Parents Policy**

### Objectives

- All staff and volunteers who work more than occasionally with the children have CRB/DBS disclosure checks
- All staff, students and volunteers are deployed in accordance with the procedures for the setting
- All staff are made aware of the complaints procedure
- Ofsted are notified of staff changes or changes to their name or address

### Student Placement

We recognise that the quality and variety of work which goes on in a pre-school makes it an ideal place for students on placement from school and college childcare courses.

Students are welcomed into Harrold Pre-School on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the preschool.
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course which provides necessary background understanding of children's development and activities.
- Students required to conduct child studies will obtain written permission from parents of the child to be studied.
- Any information gained by students about the children, families or other adults at the Pre-School must remain confidential.

**Students will not have unrestricted access to children.**