

## **Work Placements**

### **Welcome**

A warm welcome from Dolphins Pre-School. Everyone on the Dolphins Team is delighted to welcome those on work placements. We aim to provide individuals with experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

### **Our Objectives for you**

The Dolphins has two objectives which we hope to achieve during your time with us. Our first objective is that you gain a meaningful experience of what working life is like in a high quality Pre-School caring for children in the age range 2 to 5 years and staffed by highly-experienced, dedicated people. Our second objective is equally important – we want you to enjoy your time with us.

### **The Dolphins Pre-School**

We hope that you already know something about the Dolphins from having looked at our website or from hearing about us from other students who have been here on work placements.

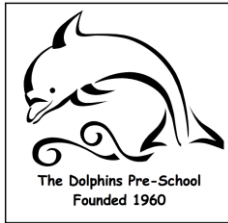
By way of background information, the Dolphins is a long-established (founded in 1960) Pre-School which has served generations of families based in and around our local community in Hove. Our approach to childcare is succinctly stated in our mission statement and our ethos.

### **The Dolphins Mission Statement**

Our mission is: To provide a friendly, happy atmosphere to bridge the gap between home and day school, gently introducing children to community life; to know every child in our care and to fulfil every child's individual needs. Underpinning every area of the Dolphins aims and objectives is the recognition of the "child's right to play".

### **The Dolphins Ethos**

The Dolphins ethos (i.e. the micro-climate we create within our setting which shapes our attitudes to learning, work, relationships and our commitment to high standards) is one of "caring and sharing" and is based on the recognition of the "child's right to play". We believe that children flourish best in an ordered environment in which they know that high standards are expected of them and at the same time are free to pursue their play, learning and development without fear of being hurt or hindered by anyone else. We aim to create an environment in which children develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.



## **Dolphins Policy on Placements**

At the Dolphins we have written documented policies and procedures which, among other things, support and guide us in our mission. Our main policy is a hefty document and you will not be expected to know all of them. However, you should familiarise yourself with our specific policy covering placements and this is stated below:

### **2.3 Placements**

#### **Policy Statement**

The Dolphins recognises that the quality and variety of work and activities carried out in our pre-school provide an ideal training opportunity for work placements from schools and college child-care courses, as well as those studying for a variety of further education Early Years qualifications.

We aim to provide work placement experiences that contribute to the successful completion of studies and that provide examples of quality practice in early years care and education.

#### **Procedures**

Individuals are welcomed into the Dolphins on the following conditions:

##### **2.3.1 Children's needs priority**

The needs of the children are paramount and work placements are not accepted in numbers which hinder the essential work of the Dolphins.

##### **2.3.2 Confirmation of status**

Individuals undertaking work placements must be confirmed by a tutor as being registered on a bona fide child-care course which provides necessary background understanding of children's development and activities.

##### **2.3.3 Prior Approval from Parents**

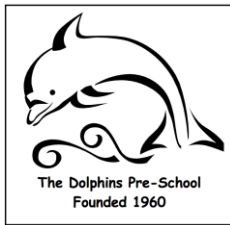
Individuals undertaking work placements are required to conduct child studies do not do so unless they have obtained written permission from the individual child's parents

##### **2.3.4 Bound by Confidentiality Policy**

Individuals undertaking work placements are required to respect the Dolphins Confidentiality Policy and any information gained about the children, families or other adults must remain confidential.

##### **2.3.5 Restrictions**

Individuals do not have unrestricted access to and are never left alone at any time with children.



### **2.3.6 Induction**

At the first session of their placement, individuals are given a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.

#### **Induction**

Induction is the process of bringing new entrants into an organisation. As indicated in the policy above, your induction into the Dolphins will provide an introduction to your working environment and explain how staff, volunteers and work placement students fit in and how you in particular may help with our work. Your induction will include:

**1 Introductions to staff** – you will be welcomed by staff who are present on your first day and shown our Notice Board with details of other staff members.

**2 Tour of the premises** – you will be shown the layout of the Pavilion, including the East and West corridors, the East and West kitchens, the main room, our storeroom, the toilets and cloakrooms (where you may store your jacket/coat and other belongings). The security arrangements for children inside the building will be explained to you.

**3 Tour of outdoor premises** – you will be shown the outside (patio, grassed area, garden and digging patch) areas and the security arrangements for the children during outdoor play will be explained to you.

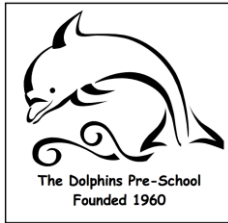
**4 Fire/Emergency Evacuation Procedure** – the procedure for evacuating the building will be explained to you and you will be shown the Fire Exit and Assembly Point.

**5 Visitors' Book** – you will be expected to sign the visitors' book including the times of your arrival and departure on each of the days that you are at the Dolphins.

**6 Policies** – you will be shown the Policies book and other useful information to read. You will be asked if you understand and will abide by the policies, in particular those relating to safeguarding children and student placements and the restrictions on volunteers (see below).

**7 Health and Safety (H&S) Issues** – in addition to H&S issues covered in the Policies book, you will also be told about specific issues (No Hot Drinks; No unauthorized photography; Safe Manual Handling/Lifting Principles).

**8 Early Years Foundation Stage (EYFS)** – you will be shown our Every Child Matters colour-coded wall poster of the Early Years Foundation Stage Principles. You will not be expected to know or learn the EYFS in any depth but an appreciation of its broad outline may help to place your work experience in context.



**9 Restrictions** – you will be told that for safeguarding reasons, volunteers and students on work placements are not permitted to:

- a) Change children's clothes
- b) Take children to the toilet
- c) Be alone with children
- d) Answer the Dolphins land-line telephone (you will also be asked to keep the use of your mobile phones & devices in line with our policy)
- e) Give access into or allow exit from the building or outdoor area to visitors
- f) Carry out First Aid if there is anyone trained to do so in the vicinity, except in an emergency
- g) Speak with parents about their child's development

**10 Role, responsibilities and tasks assigned** – your role and responsibilities will be explained to you and you will be assigned particular tasks. Help and advice will be available at any time from any member of staff and all you have to do is ask for help.

**11 Opportunity for questions** – you will be asked if you have any questions and if so then these will be fully answered. However, you should feel free to ask questions of any member of staff at any time.