



Blackwood Primary School Early Learning Centre



Students

The following induction procedures must be implemented by staff to ensure the Care and Welfare of all students throughout their placement

- Establishments must record information regarding student details: -
*Student's Name / Emergency Contact / Home Telephone Number
Placement Details / College Telephone Number / Tutor Detail.*
- All students must have a PVG before commencing their placement.
- Students must be introduced to all staff, children and parents.
- Each student will be allocated a mentor who will support and supervise them throughout their placement.
- Student will be given a copy of the student handbook and copies of procedures and policies, which are relevant to their placement. These can be found in the student folder, (in the ELC office).
- All students must be made aware of the need for confidentiality.
- Students must be made aware of establishment non-attendance procedures.
- Students must be made aware of the establishment dress code.
- Students are expected to be responsible for:
*Good timekeeping / preparation of activities / assisting with ELC routines
/ student placement packs/ placement attendance cards.*
- Students are not included in the Staff / Child ratios, and should never be left unsupervised with children.

This will assist in ensuring all students have a worthwhile and positive experience during their ELC placement.