

Suitable People

Student Placements

Policy statement

This setting recognises that qualifications and training make an important contribution to the quality of the care and education provided in our Early Years Foundation Stage. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide for students on placement with us, experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Procedures

- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out.
- We require students in our setting to have a sufficient understanding of English to contribute to the well-being of children in our care.
- We require colleges/schools placing students with us to vouch for their good character.
- We supervise students at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting and students over 17 may be included in the ratios if they are deemed competent and responsible.
- We require students to keep to our Confidentiality Policy.
- Employers' liability insurance and public liability insurance covers both trainees and voluntary helpers.
- We require students to keep to our Confidentiality and Client Access to Records Policy.

- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, prior to the commencement of their placement, with an induction on how our setting is managed, how our sessions are organised and our policies and procedures including child protection and our Empty Pockets Policy.
- Students are given information on a 'need to know' basis about children in the setting e.g. Special Educational Needs and Disabilities and Looked After children.
- The students progress will be reviewed on a half termly basis and if staff feel that the student is not meeting the criteria of the placement then discussions with tutors will take place and the contract possibly terminated. However, the placement will be terminated immediately in the event of serious misconduct e.g. issues of child protection or confidentiality.
- We communicate a positive message to students about the value of qualifications and training.
- We ensure that trainees and students placed with us are engaged in appropriate early years training, which provides the necessary background understanding of children's development and activities.

Mrs Perigo is the named Student Placements co-ordinator for the Pre-school

Review Date: September 2018