

Student and Volunteer Placement Policy

Statement of intent

This pre-school recognises that qualifications and training make an important contribution to the quality of the care and education provided by pre-school settings. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training.

Aim:

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

Methods:

1. We require schools placing students under the age of 16 years with the pre-school to vouch for their good character.
2. We supervise students and volunteers at all times and do not allow them to have unsupervised access to children unless they hold an enhanced DBS certificate
3. Students and volunteers who do not hold a DBS certificate are not permitted to assist a child when using the toilet or provide children with any form of intimate personal care.
4. Students who are placed in our pre-school on a short term basis are not counted in our staffing ratios, however long term students may be counted if deemed capable.
5. We take out public liability insurance which covers both trainees and voluntary helpers.
6. We require all students and volunteers to keep to our confidentiality policy.
7. We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
8. We provide students and volunteers, with a short induction on how our pre-school is managed, how our sessions are organised and introduce them to our policies and procedures.
9. We communicate a positive message to students about the value of qualifications and training.
10. We ensure the needs of the children are our priority by only admitting one student placement per session. In addition we may from time to time accept school students on work experience.
11. We ensure that students placed with us are engaged in bona fide early years' training which provides the necessary background understanding of children's development and activities.
12. No person under the age of 17 will be included in ratios, except an apprentice aged 16 who is considered suitable, competent and responsible. Any long term student or apprentice being counted in ratios must hold a valid paediatric first aid certificate and will be counted at the level lower than the level they are studying for.

In exceptional circumstances of no other childcare being available, staff may bring their own children into setting, with prior management approval, however the child/children must be included in the child/staff ratios, therefore can only be present if ratios allow.

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	31 st Dec 2015
1.1	Method 2) & 3): lowering of age from 17 to 16	Lyn D	10 th Aug 2016
1.1	Reviewed, no changes made	Lyn D	2 nd Aug 2017
1.1	Reviewed, no changes made	Lyn D	18 th March 2020
1.2	Removed original Method 1) containing reference to student meeting suitable person requirements of Ofsted	Lyn D	4 th May 2020
1.3	Change of wording regarding staff children being present in setting	Lyn D	1 st May 2023
1.4	Changes made to include reference to volunteers	Lyn D	6 th May 2024
1.5	Added paragraph 12	Lyn	22 nd Nov 2025