

# **Student 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 under the age of 16 years at all times and do not allow them to have unsupervised access to children.
3. Students who are placed in our pre-school on a short term basis are not counted in our staffing ratios.
4. We take out public liability insurance which covers both trainees and voluntary helpers.
5. We require students to keep to our confidentiality policy.
6. We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
7. We provide students, at the first session of their placement, with a short induction on how our pre-school is managed, how our sessions are organised and introduce them to our policies and procedures.
8. We communicate a positive message to students about the value of qualifications and training.
9. 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.
10. 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.

In exceptional circumstances of no other childcare being available, staff may bring their own children into setting, with prior management approval, providing the following criteria is met:

1. Only one child, belonging to a staff member, is present during each session
2. Only children aged 10 years or over and deemed developmentally capable, or sufficiently mature to interact appropriately with the children, are permitted in setting during session times
3. The child must be included in the child ratio, therefore can only be present if ratios allow
4. The child must engage in activities that benefit both the child and the other children present

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	31 <sup>st</sup> Dec 2015
1.1	Method 2) & 3): lowering of age from 17 to 16	Lyn D	10 <sup>th</sup> Aug 2016
1.1	Reviewed, no changes made	Lyn D	2 <sup>nd</sup> Aug 2017
1.1	Reviewed, no changes made	Lyn D	18 <sup>th</sup> March 2020
1.2	Removed original Method 1) containing reference to student meeting suitable person requirements of Ofsted	Lyn D	4 <sup>th</sup> May 2020