



STUDENT PLACEMENTS POLICY

Policy Statement

We recognise that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years 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 the Early Years Foundation Stage (EYFS) and have a satisfactory enhanced Disclosure and Barring Service (DBS) check carried out by their training provider who provides us with a copy of their Enhanced DBS Certificate.
- We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise all 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.
- Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, if we are satisfied that they are competent and responsible.
- We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.
- We require students to keep to our "Confidentiality and Information Sharing Policy".
- We require all students to adhere to all our Policies and Procedures at all times.



STUDENT PLACEMENTS POLICY (continued)

- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with an induction on:
 - how our setting is managed
 - how our sessions are organised
 - our induction policies and procedures
- We communicate a positive message to students about the value of qualifications and training.
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- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.
- Students who are required to conduct child studies will obtain beforehand written permission from the parents of the child.