



Student Placement Policy

Policy Statement

Neston Preschool Playgroup recognises 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 or 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

1. We require students on qualification courses to meet the 'suitable people' requirements of Ofsted and have DBS checks carried out.
2. 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.
3. We require schools placing students under the age of 17 years with the setting to vouch for their good character.
4. We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
5. Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
6. Trainee staff employed by the setting and students over the age of 17 may be included in the ratios if they are deemed competent and responsible.
7. We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.

8. We require students to keep to our '*Confidentiality and Client Access to Records Policy*'.
9. We require all students over the age of 16 years to sign the 'Declaration of Disqualification including 'by association' disclaimer' – see our '*Safeguarding Policy*'.
10. We cooperate with students' tutors in order to help students to fulfil the requirements of their course of study.
11. We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
12. We communicate a positive message to students about the value of qualifications and training.
13. We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting/
14. 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.

This policy was formulated in consultation with staff and the Management Committee of Neston Pre-school Playgroup and was formally adopted at a committee meeting held on 19 / 9 / 2016

Signed on behalf of the Management Committee

Print Name	Laura Lloyd
Role of Signatory	Chair
Date to be reviewed	September 2017