

Student Placement Policy

Statement of Intent: 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, including those studying for the CACHE level 2 Certificate in Pre-school Practice and CACHE level 3 Diploma in Pre-school Practice. We also welcome students from schools doing work experience.

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.

Methods:

- We require students to meet the 'suitable person' requirement of Ofsted.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to our children.
- We arrange a pre-placement visit for students attending from local school on work experience.
- We ask all students on work experience to fill out emergency contact forms and details of any special needs.
- We do not count students under the age of 17, who are placed in our setting on a short term basis, in our staff ratios. Students who are on a long term placement maybe counted in our staff ratios depending on experience.
- We may include in the ratios trainee staff who are employed by our pre-school if they are deemed competent.
- We take our employers 'liability insurance and public liability insurance, which covers both trainees and voluntary helpers.

- We require students to keep to our confidentiality policy.
- 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 a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- 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 bona fide early years training, which provides the necessary background understanding of children's development and activities.
- We will ensure that if a student requires conducting child studies they will obtain written permission from the parents of the child to be studied.
- We will supply each long term student with a mentor who will be a member of staff.
- Students on work placement will not be allowed to take the children to the toilet. Exceptions to this rule will be if a student is on long term placement and they have an up to date CRB check from their college. This must show to the Manager before placement begins.

This policy was adopted at a meeting of Wilsden Pre-school held on

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Signed on behalf of Wilsden Pre-School by

Revised June 2009