



Employment

E3 Student placements

Policy Statement

This setting 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. 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

- The setting manager discusses the aim of the placement with the student's tutor prior to the placement commencing. The expectations of both parties are agreed at this point.
- Public liability and employer's liability insurance is in place that covers students and voluntary helpers.
- We require students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s).
- We require to see proof that the student has been accepted onto the course and we need to have contact details for their tutor and/or assessor.
- If the setting needs to request an enhanced DBS check for the student, they are to pay for the cost of it, prior to starting their placement with us.
- 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, colleges or universities 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 children.
- Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff (aged 17 or over) in the setting may be included in the ratios if they are deemed competent.
- We take out 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 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 do not manage the personal care of the children.

This policy was adopted at a meeting of

Little Fishes Pre-School

Held on

April 2013

Date of review

Spring 2023

Next review Spring 2025

Signed on behalf of the management
committee

Vicky Baker – Chairperson

Tracy Parkins - Manager