



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

2018 Version

1 of 2

Student placement policy

Statement of intent

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 training, including those studying for Level 2,3,4,5 and 6 qualifications. We work with Local Colleges, the Local Authority and the Pre-School Learning Alliance.

Aim

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.

Methods

- We require students to meet the 'suitable person' requirements of Ofsted and they are signed up to the DBS (Data and Barring System), the student will be asked to disclose, read and sign a letter relating to Disqualification by association. They student will attend Supervisions with the Manager every 6-8 weeks(if long term)
- We require that schools placing students under the age of 17 years provide a Character Reference.
- We supervise students under the age of 17 years at all times. Therefore, there is no unsupervised access to children.
- Students who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting are not counted in our ratio until they are fully qualified.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to adhere to our policies this includes Confidentiality.
- We co-operate with students' tutors in order to help students to fulfill the requirements of their course or study.
- The Student is assigned a Mentor which is either the Manager or Deputy Manager of the Pre-School.
- 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.



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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 and is monitored by official regulating bodies e.g. Ofqual, QCA, CCEA etc.

This policy was reviewed at a Committee Meeting on.....

Signature of Chairperson/s.....Date.....