



Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that adults looking after children are suitable to fulfil the requirements of their roles.

Student Placement Policy

Policy statement

The Pre-School recognises that qualifications and training make an important contribution to the quality of the care and education provided by pre-school 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 which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

Procedures

- We require students to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students under the age of 17 years with the Pre-school to vouch for their good character.
- We supervise students at all times and do not allow them to have unsupervised access to children.
- Students under 17 who are placed in our Pre-school are not counted in our staffing ratios, except if they are on the Apprenticeship Training Course and are deemed responsible enough to be included.
- Staff work as apprentices in early education are included in the ratios once we are satisfied of their ability and Hartlepool College of Further Education agrees with our assessment of them being competent.



- We have taken out Employers' Liability Insurance and Public Liability Insurance which covers both trainees and voluntary helpers.
- We require students to respect our Confidentiality Policy.
- We co-operate with students' tutors in order to help students to fulfill the requirements of their course of study.
- We provide students with a short induction on how our Pre-school is managed at the first session of their placement, including how our sessions are organised.
- Students are given a comprehensive induction pack including 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 which hinder the essential work of the Pre-school.
- We ensure that 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 must comply with our Mobile Phone Policy.

This policy was adopted at a meeting of abc 123 Pre-School Ltd

Held on: 2 September 2018

Date to be reviewed: 1 September 2019