



2.04 Student placements

Policy statement

We recognise that qualifications and training make an important contribution to the quality of the care and education we provide. 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.

Our students are treated with respect and made to feel welcome in the setting.

Procedures

- 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 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 16 years or in year 11 with us to vouch for their good character. The student does not need a **DBS** check but must read and sign our behaviour policy statement (see Appendix to this policy).
- We supervise students under the age of 16 years or in year 11 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.
- Students (aged 17 and over) and apprentices (aged 16 and over) may be considered to be counted in the ratios if our manager deems them to be suitably qualified and experienced.

- We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.
- We require students to keep to our Confidentiality and Client Access to Records Policy (1.04).
- 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.

Appendix: Student under 16 or in school year 11 behaviour policy

Students entering the setting who are under the age of 16 or in year 11 at school do not need a **DBS** check but must read our Promoting positive behaviour policy (1.13) and sign our student declaration to say that they have done so.

Students will be given a tour of the setting detailing the main areas and the day's routine.

Students will be made aware that they must always be supervised by a member of staff and must not attempt to take children to the toilet or deal with any incidents.

Students will be made aware that they are expected to contribute to the setting by interacting with, or observing, the children under supervised conditions. If staff feel that a student is not using their time in the setting constructively they will first be given a verbal warning. Should the situation continue the student's tutor will be contacted (the student will be made aware of this). If the situation remains unresolved the student will be asked to leave the setting. Students will be asked to sign our student behaviour statement.

This policy and appendix was adopted at a meeting of Brighton Road Baptist Church Playschool Trustees.

On 19/11/2020 (date)

Signed on behalf of the provider

Name of signatory Clair England

Role of signatory (e.g. chair) Chair of Trustees

Under 16 (or year 11) student behaviour statement

I will arrive at the agreed time, usually 8.30am, if I am unable to do this will let the managers know as soon as possible.

I agree that I will follow the Supervisor’s instructions at all times.

If I need to leave the Playschool rooms during the session (e.g. to use the toilet) I must inform the Supervisor.

I have been made aware that I am expected to contribute to the setting by interacting with, or observing, the children under supervised conditions. If staff feel that I am not using my time in the setting constructively I will first be given a verbal warning. Should the situation continue then my tutor will be contacted (I will be made aware of this). If the situation remains unresolved I will be asked to leave the setting.

I understand that I must not take the children to the toilet or attempt to deal with any incidents alone.

My mobile phone will be on silent and stored in the mobile phone storage door hanger while in the setting. If I need to make or take a call I must ask the Supervisor.

Details of individual children must remain confidential – I will not use their real names in any discussion/written work outside the setting.

Subject to permission from my tutor, I will give a copy of any work produced during my placement to Playschool for their records.

Signed

Print name

School/College

Name of course

Date

Playschool declaration

We will treat students with respect at all times and will ensure their safety. They will not be left unsupervised other than to go to the toilet. We will do our best to ensure they are given work in the setting which is beneficial to their course.