

08 Staff, assistants, volunteers and students procedures

08.4 Student placement

Qualifications and training make an important contribution to the quality of care and education. As part of our commitment, we may offer placements to students undertaking relevant qualifications/training. We aim to provide students experiences that will contribute to the successful completion of their studies and provide examples of quality practice in early years care and education.

- The Manager ensures that students meet the 'suitable person' requirements.
- The 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.
- The good character of students under 17 years old is vouched for by the establishment that places them, the Manager must be satisfied that all relevant checks have been made.
- Students do not have unsupervised access to children. They will be allocated to a member of staff to 'shadow' during their time in the setting. Should that member of staff be called away for any reason, the student will be reallocated to another member of staff until their return.
- Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 17 or over) may be included in the ratios at the level below their level of study, if the provider is satisfied that they are competent and responsible and if they hold a valid and current Paediatric First Aid qualification.
- Students and apprentices who are undertaking L3 or above may be counted in ratios if the Manager is convinced that they are suitably experienced.
- Employed trainee staff over the age of 17 may be included in staffing ratios if deemed competent.
- Staff working as apprentices (aged 16 or over) may be included in staffing ratios if deemed competent.
- Public liability and employer's liability insurance is in place that covers students and voluntary helpers.
- Students are aware of confidentiality.
- Student induction includes how the setting and sessions are managed, and policies and procedures, in particular safeguarding, confidentiality and health and safety. This takes place before the placement begins.
- Appropriate members of staff co-operate with students' tutors to assist them in fulfilling the requirements of their course of study.
- The setting communicates a positive message to students about the value of qualifications and training.
- The needs of the children and their families remain paramount at all times and students are only admitted in numbers that do not hinder the work of the setting.

- The Manager ensures that students and trainees on placement are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.
- Student placements may be terminated at any time if deemed necessary, and in the best interest of the Pre-school.