



# Brenchley Pre-School Limited

## Student Placement Policy

### Statement of intent

Brenchley 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 apprenticeships and students undertaking early years' qualifications and training, including those studying for early years qualifications. We also offer placements for school pupils on work experience.

### Aim

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.

### Methods

- We require students to meet the 'suitable person' requirements of Ofsted.
- Long term Students/Voluntary Helpers are subject to references and DBS checks. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- We require schools placing students under the age of 17 years with the pre-school to vouch for their good character.
- The children's needs and safety are paramount, so numbers of students must not hinder their progress.
- We will also review any other requests from voluntary helpers and colleges, who are sponsored and interested in assisting the pre-school, and we will check with the sponsor to vouch for their good character.
- We supervise students at all times and do not allow them to have unsupervised access to children.
- If particular children are to be studied, then written permission will be obtained from their parents and all information will be kept confidential.
- Students who are placed in our pre-school on a short term basis are not counted in our staffing ratios. Students who are placed for longer periods - for example, a year - may be counted in our staffing ratios provided we consider them to be competent and will complete a DBS.
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- We undertake a full induction with all students.
- 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 pre-school 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 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.
- We welcome the diversity of family life and work within the pre-school .
- No student or Voluntary Helpers will be allowed take children to the toilet or access to the children unaccompanied

*This Policy was reviewed at a Management Meeting held on Friday 2nd November 2018*



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Mrs Victoria Relle - Chairman of Brenchley Pre-School Limited