

Student Placement Policy



EYFS Statutory Requirements – page 23 section 3.29

EYFS Key Themes and Commitments

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>	<u>Learning and Development</u>
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.2 Supporting Every Child 3.4 The wider context	4.4 Personal, social and emotional development

Policy statement

At Warwick Community Playschool, 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 student mentor is:

Louisa Pentelow

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 17 years with us to vouch for their good character.
- We supervise students under the age of 17 years 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 and apprentices, over the age of 17, who are undertaking a level 3 qualification 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.
- 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 have a student guide that is shared with our students.
- Every student is supported by our student mentor and the management team to ensure that they have everything they need from the setting.
- It is expected that students will manage their own workload. The staff have the right to refuse students requests if they are not made in a timely manner or leave the children at disadvantage.
- Students have access to all of our resources and may plan and carry out activities with the support of the room leader. Students are treated as a member of the team and expected to carry themselves in line with our staff expectations.
- 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.
- Our apprentices are employed by the playschool and supported by Babcock Training Ltd. On sign up, apprentices agree to follow their course with the allocated tutor and follow setting policies. Apprentices are employed on training contracts for the term of their training course. Contracts may be extended but this is to the discretion of the management committee.

This policy was adopted at a meeting of: Warwick Community Association

Reviewed on: May 2017

This policy will be reviewed annually in January.

This policy will be reviewed annually, with changes made as required. The manager of the setting will be responsible for maintaining this and sharing with the committee members of Warwick Community Association to be verified. This will be shown in the minutes of the meeting.