

Policy

Student Placement

January

2023

Owned by: Sarah Cooper

Update due:
December
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Policy

Title: Student Placement

From: Early Years Centre

Date: 17th January 2023

The Centre recognises that qualifications and training make an important contribution to the quality of the care and education provided by the Early Years Centre. As part of our commitment to quality we offer placements to students undertaking Early Years qualifications and training. We also offer training to school pupils on work experience. We aim to provide students with an experience that contributes to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Procedures

- All students (over 16 years of age) will be required to complete a 'suitable persons' requirement of Ofsted and have an Enhanced DBS check carried out. This will be completed by the student/college/ Early Years Centre.
- School experience students, under the age of 16 years, do not required a criminal record check. They are not left unsupervised at any time.
- All students will be supervised at all times unless we at the Centre feel that a student has been at the placement for long enough and can be left for short periods of times alone with a group of children. (e.g. while food is being heated/nappies are being changed).
- Students undertaking qualification courses who are placed in our setting on a short-term basis are not counted in our staffing ratios.
- Trainee staff (e.g. Modern Apprentice) who are employed by the Centre will be included in the ratios once they are settled and have completed relevant Safeguarding training.
- Our employer's liability insurance and public liability insurance will cover both trainees and voluntary helpers.
- All students will be given an induction, a copy of all the main policies and the opportunity to read them. We require all students to read, understand and adhere to all our policies.
- We will co-operate with student tutors in order to help students fulfil the requirements of their courses of study.
- Most students who attend the Centre will be attending a certified early years training course or another course that is relevant to childcare.
- Other students who attend the Centre will be on a short term stay and will be from the University (medical students) or school children on work experience.
- Personal information for work placement students will be kept on file on our Sharepoint system for one year (from the first day of the placement)
- If incidences of non-compliance do occur, this will be dealt with on a case-by-case basis by the Centre Manager and the University HR department.