



## 08 Staff, volunteers and students procedures

### 08.03 Student placement

Qualifications and training make an important contribution to the quality of care and education. As part of our commitment, Little Doves CP may offer placements to students undertaking relevant qualifications/training, providing the students with experiences that will contribute to the successful completion of their studies and provide examples of quality practice in early years care and education. Placements for school pupils on work experience are also offered.

- The pre-school manager ensures that students meet the 'suitable person' requirements of Ofsted and have enhanced DBS check with barred list check(s), if appropriate.
- Students are required to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- The pre-school 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 pre-school manager must be satisfied that all relevant checks have been made.
- Students do not have unsupervised access to children.
- Students and apprentices who are undertaking Level 3 or above may be counted in ratios if the pre-school 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 pre-school and sessions are managed, and policies and procedures, in particular safeguarding, confidentiality and health and safety.
- Appropriate members of staff co-operate with students' tutors to assist them in fulfilling the requirements of their course of study.
- The pre-school 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 pre-school.
- The pre-school 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.