

## STUDENT/VOLUNTARY PLACEMENT POLICY

### Policy Statement

Longwick Pre-school recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings.

As part of our commitment to quality, we offer placements to students and those volunteering who are planning to undertake 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.

### Procedures

- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out.
- The needs of the children are paramount. Students will not be admitted in numbers which will hinder the essential work of the pre-school.
- We require schools placing students under the age of 17 to vouch for their good character. They will not be counted in ratio.
- Students will be supervised at all times and will not be allowed to have unsupervised access to children, unless they have been registered as a "suitable person" by Ofsted.
- Their tutor must confirm that the student is engaged in a bona fide childcare course which provides the necessary background understanding of children's development and activities.
- Students who are required to conduct child studies will require written permission from the parents of the child to be studied.
- Any information gained by the student about the children, families or other adults in the Early Years Department must remain confidential.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- Volunteers and work experience students are given full information and guidance on their roles and responsibilities. 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. Students will attend college, care classes and other relevant training on the approved days and will undergo regular appraisals with their Training Assessor and the Person in Charge.
- We communicate a positive message to students about the value of qualifications and training.

