



CLIFTON PLAYGROUP LTD

STUDENT PLACEMENT POLICY

1. STATEMENT OF INTENT

This setting 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 undertaking Early Year's qualifications and training, including those studying for their NVQ 2 & 3 and above.

We also offer placements to university students studying for a degree, those working towards their Early Years Professional Status and we offer work experience placements for secondary school students.

2. AIM

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.

3. PLACEMENT REQUIREMENTS

- 3.1. We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- 3.2. 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.
- 3.3. We require students to meet the 'suitable person' requirements of Ofsted.
- 3.4. We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- 3.5. We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- 3.6. Students who are 17 years or older are required to be registered with the Independent Safeguarding Authority (ISA) Disclosures and Barring Service (DBS). Students will only be allowed to have unsupervised access to children when these checks are in place.

3.7. We have appropriate insurance in place covering trainees and volunteer helpers.

4. STAFF RATIOS

- 4.1. Students who are placed in our setting on a short-term basis are not counted in our staffing ratios.
- 4.2. Trainee staff employed by the setting may be included in the ratios if they are deemed competent.

5. INDUCTION AND ORIENTATION

- 5.1. We provide students, at the first session of their placement, with an induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- 5.2. We require students to keep to our confidentiality policy.
- 5.3. They will be given a mentor (NVQ3) and they will help to organise training and work with the children.

6. TRAINING AND VALUES

- 6.1. We co-operate with students' tutors to help students to fulfil the requirements of their course of study.
- 6.2. We communicate a positive message to students about the value of qualifications and training.
- 6.3. We ensure that the students are happy with the mentoring they receive whilst at playgroup and that they fulfil their training requirements set by their tutors but we cannot be responsible for them handing in work or making deadlines.

7. MENTORING

- 7.1. The Manager/Supervisor will mentor students if this is part of the placement process.
- 7.2. This can be in a verbal or written report.

This policy has been updated and accepted; March 2019

Signed on behalf of
Playgroup:



Name: Liz Newbold

Designation: Chair of Board of Directors
