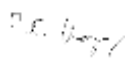


## 08 Staff, volunteers and students procedures

### 08.03 Student placement

Qualifications and training make an important contribution to the quality of care and education. At St Paul's Pre-school, we value the input and expertise brought by people from different walks of life. This is why, as part of our commitment, we may offer placements to students undertaking relevant qualifications and training. We aim to provide 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.

- The Lead Teacher ensures that students meet the 'suitable person' requirements.
- The Lead Teacher 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 Lead Teacher must be satisfied that all relevant checks have been made.
- Students do not have unsupervised access to children.
- Students and apprentices who are undertaking L3 or above may be counted in ratios if the setting 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 which covers students and voluntary helpers.
- Students are aware of confidentiality.
- Student induction includes how the setting 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 setting 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 setting.
- The setting manager ensures that students and trainees on placement are engaged in bona fide early years training, which provides the necessary background for the understanding of children's development and activities.

This policy was adopted by	St Paul's Pre-school
In	November 2022
Date to be reviewed	November 2023
Signed on behalf of the Management Committee	
Name of signatory	Marie-Claire Kaziewicz
Role of signatory (e.g. chair, director or owner)	Chair