



Education, Encouragement, Enjoyment

Meadow Nursery School
Policies and Procedures



Safeguarding and Welfare Requirement: Suitable People

2.2 Student placements

Policy statement

Our 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 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. We communicate a positive message to students about the value of qualifications and training.

Procedures

- We require students on qualification courses to meet the 'suitable people' requirements of Ofsted and have DBS checks carried out. [
- We require students in our setting to have a sufficient understanding and use of the English language to contribute to the well-being of children in our care.
- We require schools placing students under the age of 17 years within the setting to vouch for their good character
- A DBS-verified member of staff provides supervision to students under the age of 17 years at all times and we do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our setting on a short-term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting are only used as qualified members of staff once they have passed their Level 2 qualification.
- Our employers' liability insurance and public liability insurance covers both trainees and voluntary helpers.

- We require students to keep to our Confidentiality and Client Access to Records Policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures. All students are managed and mentored by the Nursery Manager.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- 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.
- Placements with Meadow Nursery are unpaid

This policy was adopted at a meeting of	Meadow Parents' Association Committee Meeting
Held on	31 st March 2014
Policy reviewed	January 2018
Date to be reviewed	January 2019
Signed by Chair	
Name	Annette Medhurst
Signed by Nursery Manager	
Name	Debbie Hill