

# **Under Fives Roundabout Student Placement Policy**

**Policy No: 2.4.**

**Last reviewed: January 2009**

**To be reviewed by: July 2010**

**Responsible member of staff:**

**Responsible member of committee:**

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
1.3. Keeping safe	2.4. Parents as partners	3.2. The wider context	

## **Student placement policy**

### **Statement of intent**

This Pre-School/Playgroup 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, including those studying for the CACHE level 2 Certificate in Pre-school Practice and CACHE level 3 Diploma in Pre-school Practice.

### **Aim**

We aim to provide for students on placement with us experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

### **Methods**

1. We require students to meet the 'suitable person' requirements of Ofsted. We will require an application form to be filled in so that we can check references, employment history, and we will require a criminal records disclosure including the completion of an enhanced criminal records disclosure form. If the student is required to start before these checks are complete, we will write up a formal risk assessment.
2. Students who are placed in our Pre-School/Playgroup on a short term basis (under half a term) are not counted in our staffing ratios. Students who are placed for longer periods may be counted in our staffing ratios at the discretion of the Manager if she/he considers them to be competent.
3. We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.
4. We require students to keep to our confidentiality policy.
5. We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
6. We provide students, at the first session of their placement, with a short induction on how our Pre-School/Playgroup is managed, how our sessions are organised and access to our policies and procedures.
7. We communicate a positive message to students about the value of qualifications and training.
8. We make the needs of the children paramount by not admitting students in numbers which hinder the essential work of the Pre-School/Playgroup.
9. We ensure that students placed with us are engaged in bona fide early years' training which provides the necessary background understanding of children's development and activities.