

## **Safeguarding and Welfare Requirement: Suitable People**

Providers must ensure that adults looking after children are suitable to fulfil the requirements of their roles.

## **2.2 Student placements**

### **Policy statement**

Our setting recognise that qualifications and training make an important contribution to the quality of the care and education we provide. 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.

### **Procedures**

- We require students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s).
- We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require schools, colleges or universities placing students under the age of 17 years with us to vouch for their good character.
- We supervise students under the age of 17 years at all times and 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.
- Students and apprentices, over the age of 17, who are undertaking a level 3 qualification may be considered to be counted in the ratios if our manager deems them to be suitably qualified and experienced.
- Trainee staff and students over the age of 17 may be included in the ratios if they are deemed competent and responsible.
- We take out employers' liability insurance and public liability insurance, which covers both students 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.
- We communicate a positive message to students about the value of qualifications and training.

- 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.

Adopted on:	12 <sup>th</sup> November 2013	Review:	ANNUALLY OCTOBER
Reviewed:	November 2014		
	December 2015		
	Amended 5.9.16	December 2016	
	Reviewed no changes	11.12.17 Committee mtg	7.11.18 committee mtg

**To be completed by a new student upon induction, one copy for us and one for them to keep.**

**Usual induction process/staff application forms apply**

Full Name:			
Date of birth:		Age:	
Home Address:			
Your telephone number:			
Your Email:			
Who do we contact in an emergency?	(1) Name/relationship/contact number		
	(2) Name/relationship/contact number		
Health Issues/allergies – anything we need to know?	<i>Ensure statement has been signed regarding medication and self disclosure form</i>		

**Period of placement start date:** .....

**Name of school/college and telephone number:**.....

**Name & contact number for tutor responsible:**.....