

## **Student placement policy**

### **Statement of intent**

This Nursery recognises that qualifications and training make an important contribution to the quality of the care and education provided by Nursery settings. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training..

### **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**

- We require students to meet the 'suitable person' requirements of Ofsted, i.e. they must have a current DBS.
- We require schools placing students under the age of 17 years with the Nursery 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.
- We have a formal interview with prospective students prior to starting a placement, and if this is successful, students will be asked to complete a trial session in the Nursery to ensure the placement is suitable for staff, families and students.
- After starting the placement, the student will have a trial period of four weeks, to ensure there are no problems.
- Students who are placed in our Nursery on a short term basis are not counted in our staffing ratios. Students who are placed for longer periods - for example, a year - may be counted in our staffing ratios provided we consider them to be competent.
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers. . We require students to keep to our confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfill the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our Nursery is managed, how our sessions are organised and our policies and procedures. We require students to sign our induction sheet after induction is completed.
- After the trial period, we outline students' specific roles and responsibilities, and set some specific goals for the students for the time spent in the Nursery.
- 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 which hinder the essential work of the Nursery.
- 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.

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This policy was a meeting of St Lucia's Nursery Governing body on 19/06/2017

Review date June 2018

Signed on behalf of the Governing body.....

Role.....