

STUDENT PLACEMENT POLICY

Branston Pre-School recognises that qualifications and training make an important contribution to the quality of the care and education provided by Pre-School settings. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training, including those studying for all childcare qualifications.

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.

- We require students to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students under the age of 17 years with the Pre-School 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 who are placed in our Pre-School are not counted in our staffing ratios unless they already hold a relevant qualification or are working towards a relevant qualification.
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- We require ALL students to keep to our confidentiality 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 Pre-School is managed, how our sessions are organized 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 which hinder the essential work of the Pre-School.
- 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.

Appointment of students could be made in the following ways:

Approach by the college/school or by a student known to the Pre-School

In this instance, the student will be assessed by the Pre-School Manager and one other staff member for their suitability.

- Approach by the college/school or by student who is unknown to the Pre-School

In this instance the Manager/Supervisor and one other staff member will meet the student and hold an informal interview during a session, where each party will have the opportunity to ask questions and gain information.

Induction

When a student begins they will be subject to an induction procedure.

In order to ensure this procedure is carried out, a "tick list" is provided to each student, once completed it will be filed as evidence that the induction was completed correctly.

Students will be provided with relevant information about the setting and the procedures to read once they have started their placement.

During their first working session, students will be shown around the premises and instructed about the fire procedures, first aid and location of firefighting equipment.

The student will be shown guided through the first session as to the daily procedures we follow.

Students will be shown the daily routine and integrated into daily activities to match their ability. Students will be encouraged to carry out activities with the children that will help towards their qualification, this will be done under close supervision.

During a student's placement with the Pre-School, guidance will be provided by a member of staff on a one-to-one basis and additional support given by the committee were needed. Any necessary meetings with college/school assessors will be arranged at a mutually convenient time.

