

Student Placements Policy V.2

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EarlyYearsCentre/StudentPlacements

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Impact Assessed:

Update due:
June 2018

Policy

Title: **Student Placements**

From: **Early Years Centre**

Date: **Reviewed 15th June 2018**

The Centre recognises that qualifications and training make an important contribution to the quality of the care and education provided by the Early Years Centre. As part of our commitment to quality we offer placements to students undertaking Early Years qualifications and training. We also offer training to school pupils on work experience. We aim to provide students with an experience that contributes to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Procedures

- All students will be required to complete a 'suitable persons' requirement of Ofsted and have an Enhanced CRB check carried out. This will be completed by the Early Years Centre.
- No more than four students can attend the Centre at any one time.
- We require school placing students under the age of 17 years with the Centre to vouch for their good character.
- All students will be supervised at all times unless we at the Centre feel a student has been at the placement for long enough and can be left for short periods of times alone with a group of children. (e.g. while food is being heated/nappies are being changed)
- Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios
- Trainee staff (e.g. Modern Apprentice) who are employed by the Centre may be included in the ratios if they deemed competent.
- Our employers 'liability insurance and public liability insurance will cover both trainees and voluntary helpers.
- We require all students to adhere to all of our policies.
- We will co-operate with student tutors in order to help students to fulfil the requirements of their courses of study.
- All students will be given an induction and a copy of the main policies with the opportunity to receive/read all the policies within the Centre.
- All students who attend the Centre will be attending a certified early years training courses or another course that is relevant to child care.

If incidences of non-compliance do occur, this will be dealt with on a case by case basis with the University HR department.