

## Acorn Pre-school and the Mighty Oaks Clubs, Shefford

### Policy and Procedure for Student placements

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#### Student placement Policy

Safeguarding and Welfare Requirement: Suitable people  
 Providers must ensure adults looking after children are suitable to fulfil the requirements of their roles.

#### Policy statement

Acorn recognises that qualifications and training make an important contribution to the quality of the care and education provided by early year's settings. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training. We also offer placements for school pupils on work experience.

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

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe			

#### Procedures

- We require students on qualification courses to meet the 'suitable people' requirements of Ofsted and have DBS (Disclosure and Barring Service) checks carried out.
- We require students to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require schools placing students under the age of 17 years with the setting 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 at Acorn on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by Acorn and students over the age of 17 may be included in the ratios if they are deemed competent and responsible.
- We have employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.

- At the beginning of their first session of their placement there will be a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We require students to abide by our policies including Safeguarding, Health and Safety and others as mentioned during their induction and also to sign our Confidentiality form.
- 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 our 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.
- We will consider allowing other people to work alongside our staff, under specific criteria, in special circumstances and with the permission of the committee.

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**This policy gained staff consent on 6<sup>th</sup> September 2013**

**This policy was the subject of parent consultation between  
13<sup>th</sup> September 2013 and 27<sup>th</sup> September 2013**

**This policy was adopted at a minuted full meeting of the Committee held on**

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**Confirmed on behalf of Acorn Pre-school and the Mighty Oaks Clubs**

**Signature** .....

**Position** ..... **Date** .....