

Mortimer Hall Pre-School



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

1 We recognise that qualifications and training make an important contribution to the quality of the
2 care and education we provide. As part of our commitment to quality, we offer placements to
3 students undertaking Early Years qualifications and training. We also offer placements for school
4 pupils on work experience.

5
6 We aim to provide for students on placement with us, experiences that contribute to the
7 successful completion of their studies and that provide examples of quality practice in early years
8 care and education.

Procedures

- 11
- 12 ■ We require students on qualification courses to meet the Suitable Person requirements of the
13 Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list
14 check(s).
- 15 ■ We require students in our setting to have a sufficient understanding and use of English to
16 contribute to the well-being of children in our care.
- 17 ■ We require schools, colleges or universities placing students under the age of 17 years with us
18 to vouch for their good character. For students placed at pre-school by Oxford and Cherwell
19 Valley College we require a letter from the college stating that they consider the student
20 suitable for placement with the pre-school. The letter should also confirm that the student has
21 a DBS including the date and number.
- 22 ■ We supervise students under the age of 17 years at all times and do not allow them to have
23 unsupervised access to children.
- 24 ■ Students undertaking qualification courses who are placed in our setting on a short term basis
25 are not counted in our staffing ratios.
- 26 ■ Trainee staff and students over the age of 17 may be included in the ratios if they are deemed
27 competent and responsible.
- 28 ■ We take out employers' liability insurance and public liability insurance, which covers both
29 students and voluntary helpers.
- 30 ■ We require students to keep to our Confidentiality and Client Access to Records Policy.



2.2 Student placements

- 31 ▪ We/ co-operate with students' tutors in order to help students to fulfil the requirements of their
32 course of study.
- 33
- 34 ▪ We provide students, at the first session of their placement, with a short induction on how our
35 setting is managed, how our sessions are organised and our policies and procedures.
- 36
- 37 ▪ We communicate a positive message to students about the value of qualifications and training.
- 38 ▪ We make the needs of the children paramount by not admitting students in numbers that
39 hinder the essential work of the setting.
- 40 ▪ We ensure that trainees and students placed with us are engaged in bona fide early years
41 training, which provides the necessary background understanding of children's development
42 and activities.

This policy was adopted by

Mortimer Hall Pre-
school

On

18th April 2016

Date to be reviewed

April 2017

Signed on behalf of the provider

Name of signatory

J Crane

Role of signatory,

Trustee

Reviewed with no amendments on 03-May-17

Matthew Lynch, Chair

Reviewed with no amendments on 22-Mar-18

Janet Crane, Manager