

# 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.

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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**

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- 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.
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- 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.
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- 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

25<sup>th</sup> March 2019

Date to be reviewed

March 2020

Signed on behalf of the provider

Name of signatory

J Crane

Role of signatory,

Manager