

20. Student Placement

| Version number | Dates produced & approved | Reason for production & revision | Author | Locations | Proposed next review date |
|----------------|---------------------------|---|------------------|---------------------|---------------------------|
| V1.0 | Jan 2010 | First adopted | Cttee | Dropbox.com Website | |
| V2.0 | Jun 2015 | Reviewed | C Timbrell | Dropbox.com Website | Jun 2016 |
| V3.0 | Nov 2017 | Reviewed, updated & version controlled | K Coupe & J Dyer | Dropbox.com Website | 2019/20 |
| V4.0 | Mar 2019 | Update re Staff Suitability Declaration form and Technology Devices Agreement | K Coupe | Dropbox.com Website | 2020/21 |
| V5.0 | Nov 22 | Review & Update | J Dyer | Dropbox.com Website | Nov 23 |
| V6.0 | Oct 23 | Review & update | J Dyer | Dropbox Website | Oct 24 |

Statement of Intent

North Nibley 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 may offer placements to secondary school students who have expressed an interest in early years' childcare, or to students who are actively undertaking early years' qualifications and training.

Aim

We aim to provide students on placement with us, experiences which contribute to the successful completion of their studies, and which provide examples of excellent quality practice in early years care and education.

Method

To fulfil these aims:

- We require students to meet the 'suitable person' requirements of Ofsted and have a Disclosures and Barring Service (DBS) check carried out. Until this is met, they will not be allowed unsupervised access to children.
- We require students to complete our 'Staff Suitability Declaration' form and our 'Use of Pre-school Technology Devices by Staff' Agreement when they start with us. Failure to complete these forms will mean that the student will be unable to attend the pre-school.
- We require schools placing students under the age of 17 years with the Pre-school to vouch for their good character and provide us with contact details of an individual who works at the school.
- We always supervise students under the age of 17 years and do not allow them to have unsupervised access to children.
- Students who are placed at North Nibley Pre-school on a short-term basis are not counted in our staffing ratios. Students who are placed for longer periods – for example, a year – may be counted in our staffing ratios provided we consider them to be competent.
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.

- We require 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. When a student is placed with us from a college, we will always have contact details of the course tutor from the college and have regular contact with this person.
- We provide students, at the first session of their placement, with a short induction on how North Nibley Pre-school is managed, how our sessions are organised 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. Ordinarily this means we do not have more than one student at a time in preschool due to the small size of preschool.
- Students that are placed with North Nibley Pre-school are primarily engaged in early years training, be that a National Vocational Qualification (NVQ), or a BTEC qualification, Level 2 Diploma, Level 1, Level 3 or T-Level (in childcare). We also accept work experience placements from local secondary schools.

Associated Policies and Procedures

- No 4: Safeguarding Children and Child Protection
- No 7: Confidentiality
- No 29: Safer Recruitment