



Student placements

Policy Statement

At Aspiring Foundations Federated Nursery Schools we recognise that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. These include a range of qualifications extending to teacher degree and PGCE level. We also offer placements for school pupils on work experience.

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

Procedures

- We require students on qualification courses to have DBS checks carried out.
- 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 in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting may be included in the ratios if they are deemed competent.
- Students who are required to conduct child studies will require written permission from the parents of the child to be studied
- Any information gained by the student about the children, families or other adults in the Early Years Department must remain confidential
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.

- We require students to undertake an induction process, sign a code of conduct and keep to our confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students with a student handbook which outlines our aims, expectations re behaviour, appropriate dress, behaviour policy information, safeguarding information, other information about our schools. At the first session of their placement a short induction takes place on how our setting is managed, how our sessions are organised and our policies and procedures. This includes a code of conduct which we expect all students and volunteers to sign and adhere to.
- 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 the setting.
- Student's tutor / course provider must confirm that the 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 require parental permission for any student under 18 years of age to leave the setting on and educational visit with us
- We require parental permission for any student still at school to leave the setting during the working day e.g. at lunch, for an appointment etc
- We will contact the college / school if any student under 18 years of age does not attend or notifies us that they are not going to attend on the day e.g. due to illness.