**STUDENT PLACEMENT POLICY.**

Cowling Preschool will ensure that any adults looking after our children, or having supervised access to them, are suitable to do so. Students are welcomed into the Preschool under agreed conditions as we wish to support students and encourage training, whilst keeping the needs of the children paramount.

**Policy Statement.**

Cowling Preschool recognises 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.

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 meet the ‘suitable person’ requirements of Ofsted and have CRB checks carried out. The CRB check is carried out by the college attended by the student. We require to see the CRB document and we keep a record of the number.
* We supervise all students 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, and are over the age of 17.
* 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 of study.
* We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and on 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 that hinder the work of the 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.
* All students on placements must adhere to the same codes of conduct as permanent staff and also applies to time keeping and dress codes. Students will be attached to a senior member of staff who supervises their work and explains health and safety and fire requirements.

**This policy was adopted on .………………………………….......**

**Date to be reviewed ...…………………………………….**

**Signed on behalf of the management committee …………………………………………**

**Name of signatory …………………………………………**

**Role of signatory (e.g. Chair/owner) …………………………………………**