

The Children's Workshop

Student Placement Policy

EYFS: 3.20, 3.29

At the Children's Workshop we are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our pre-school. We will accept up to two students at a time as more students than this places undue pressure on staff. We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.

We will only offer placements to students who are associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college, training provider or school.

We expect all students to visit the pre-school for an interview, followed by their student induction and pre-school tour. 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 our policies and procedures. We emphasise the importance of good practice with regards to safeguarding and confidentiality.

Our policy for those on placements is as follows:

- All students will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins
- We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- All students are assigned to a senior member of staff who will supervise their work.
- Students will be supervised at all times by the member of staff assigned to them and will not be left alone with the children.
- Students will not be allowed to change a child or enter the children's toilets at any time.
- Students will be supported to understand pre-school policies and procedures
- We require students to keep to our confidentiality policy
- It is expected that during the student's placement, their tutor will visit the pre-school or have verbal communication with the Manager/Senior Manager to receive feedback about the student's progress

The Children's Workshop

- Students will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance. Staff will respect individual students' needs and abilities
- An accurate evaluation of ability and performance for both students and training providers will be provided and the pre-school will support students who are experiencing difficulties with action plans if needed
- To maintain parent partnerships, parents will be informed when students are present in the pre-school e.g. via the parent notice board. Wherever possible this will be accompanied by a recent photograph of the student
- All students on placement must adhere to the same codes of conduct as permanent staff including time-keeping and dress codes
- All students are encouraged to contribute fully to the pre-school routine and to spend some time in every area.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We communicate a positive message to students about the value of qualifications and training.
- 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 and students over the age of 17 may be included in the ratios. This will be the discretion of the manager and only will only occur when the manager is satisfied the student/apprentice is competent and responsible.

This policy was adopted on	Signed on behalf of the pre-school	Date for review
<i>Jan 2018</i>		<i>Jan 2019</i>