**Employment**

**1.23 Student placements**

**Policy Statement**

Burghclere Pre-School 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 also offer placements for school pupils on work experience.

Burghclere Pre-School aims 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.

**EYFS key themes and commitments**

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| **A Unique Child** | **Positive Relationships** | **Enabling Environments** | **Learning and Development** |
| 1.3 Keeping safe | 2.2 Parents as partners | 3.4 The wider context |  |

**Procedures**

Burghclere Pre-School will:

* require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out.
* require schools placing students under the age of 17 years with the setting to vouch for their good character.
* supervise students under the age of 17 years always and not allow them to have unsupervised access to children.
* ensure students undertaking qualification courses who are placed in our setting on a short-term basis are not counted in our staffing ratios.
* Include trainee staff employed by the setting in the ratios if they are deemed competent.
* take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
* require students to keep to our confidentiality policy.
* co-operate with students' tutors to help students to fulfil the requirements of their course of study.
* 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 outline our policies and procedures.
* communicate a positive message to students about the value of qualifications and training.
* make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
* 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.

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| This policy was adopted at a meeting of | Burghclere Pre-School |  |
| Held on | 28th March 2022 | (date) |
| Date to be reviewed | April 2023 | (date) |
| Signed on behalf of the management committee |  | |
| Name of signatory | Hayley Davies | |
| Role of signatory (e.g. chair/owner) | Chair | |