STUDENT PLACEMENT POLICY

Policy statement

1. This school recognises that qualifications and training make an important contribution to the quality of care and education provided by early-years and primary settings. As part of our commitment to quality, we offer placements to students undertaking early-years and primary qualifications and training. We aim to provide experiences for students on placement with us that contribute to the successful completion of their studies and that provide examples of quality practice in early-years and primary education.

Procedures

2. We will require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have undertaken DBS checks.

3. Students undertaking qualification courses who are placed in our school on a short-term basis will be not be counted in our staffing ratios.

4. We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.

5. We will require students to keep to our confidentiality policy.

6. We will require students to read and understand all relevant policies relating to their role in our school.

7. We will co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.

8. We will provide all students with a mentor during their time in our school. This is likely to be the teacher within the class they will be based in.

9. We will provide students, at the first session of their placement, with a short induction on how our school is managed, including our policies and procedures and how our sessions are organised.

10. We will communicate a positive message to students about the value of qualifications and training.

11. We will make the needs of the children paramount by not admitting students in numbers that might hinder the essential work of the school.

12. We will ensure that trainees and students placed with us are engaged in bona fide early-years and primary training, which provides the necessary background understanding of children's development and activities.