



Student Placement

Spinney Pre-School Student Policy

Statement of Intent

Spinney 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.

Aim

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.

Methods

- We require students to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students under the age of 17 years with our pre-school to vouch for their good character. The supervisor must be satisfied that all relevant checks have been made.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our pre-school on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by our pre-school may be included in the ratios if they are deemed competent. The Supervisor is convinced that they are suitably experienced.
- 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 pre-school is managed, how our sessions are organised and our policies and procedures, in particular safeguarding, confidentiality and health and safety, prior to attending.
- 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 our pre-school.
- 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.

Guidance for Students

Starting a new job is always confusing as you strive to come to terms with new routines. It is especially difficult for students working with a group of children who are unfamiliar to them. In order to make the settling in process as smooth as possible, the following support network is available:

Visit to Pre- School

The main aim of this visit is usually to get to know the children, meet the staff and look around the premises.

- Informed about our confidentiality policy.
- Guidance on Staff's expectations and training sheet.
- The Supervisor will explain the routine of the Pre-School and will be there to offer support and guidance during the settling in period.
- You will be shown around the Pre-School and also be shown where the toilets are and staff eating facilities. Information about starting and finishing times will be given and /or asked for.
- The Supervisor/Deputy will show you where the First Aid Box/Defibrillator is kept and inform you of all the necessary procedures that are involved with First Aid and Safety.

- When shown the Student handbook, you may be asked to sign the book as evidence of your awareness of manual handling. Information on dress code will also be given

The following documents will be issued or shown during the visit:

- Information around the room (Continuous provision, key questions)
- Student Handbook
- Copy of the Pre-School's Policies, otherwise they can be accessed via the website

This Policy was adopted at a meeting of the Pre-School held on (date) _____

Signed on behalf of the Pre-School _____