

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that adults looking after children are suitable to fulfil the requirements of their roles.

2.2 Student placements

Policy statement

At Pear Tree Nursery we recognise 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.

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 people' requirements and have a clear DBS check. We also require 2 written references.
- 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.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise students under the age of 17 years 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 and students over the age of 18 may be included in the ratios if they are deemed competent and responsible by the manager.
- 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 our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.

- We ask students to read some of our policies and procedures that would apply to them. They then sign and date to state they have understood these.
- Students are expected to act in a professional manner at all times and understand that they reflect on the nursery. This means behaving in an appropriate way when outside of nursery, especially when wearing our uniform.
- Students are expected to sign in and out of the building everyday in the students signing in book. This is found at the front desk.
- Students are expected to arrive on time and are treated like any other member of staff. Any students who do not adhere to our policies will have their placement revoked.
- Students contact details will be kept with the staff files, and kept on record as per the Pre-school learning alliance's recommendation for staff – 6years.

This policy was adopted at a meeting of	Pear Tree Nursery	<i>(name of provider)</i>
Held on	14.8.18	<i>(date)</i>
Date to be reviewed	14.8.19	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	<hr/>	
Role of signatory (e.g. chair, director or owner)	<hr/>	