



## **Student placements and Apprentices**

### **Policy statement**

This setting 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 and other relevant 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.

In addition we offer Apprenticeships to people that meet the safer recruitment requirements (see policy). We use an external training provider to provide the necessary assignments to obtain either a level 2 or 3 childcare qualification. The Apprentice is expected to follow the requirements set out by the training provider and to follow the preschool policies and procedures during their Apprenticeship.

### **Procedure**

- We require students and apprentices on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out if over the age of 16.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character, see BEP group poster.

- We supervise students and apprentices under the age of 18 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 and apprentices employed by the setting may be included in the ratios if they are deemed competent.
- 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 and ask them to sign they have received this induction information.
- 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 the setting.
- We ensure that trainees and students placed with us are engaged in bona fide early years training or equivalent, which provides the necessary background understanding of children's development and activities.

This policy was adopted at a meeting of ..... (name of setting)

Held on ..... (date)

Date to be reviewed ..... date

Signed by .....

Name of Signatory .....

Role of Signatory (ie manager) .....