



Student Placement and Volunteer Policy

Statement of intent

This setting recognises that qualifications and training make an important contribution to the quality of the care and education provided by early year's settings. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training; this includes those studying a wide range of levels and qualifications. We also offer placements for school pupils on work experience.

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.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Developing
1.2 Inclusive practice 1.3 Keeping safe	2.2 parents as partners	3.4 The wider environment	

Students are welcome in the preschool on the following conditions:

- We require students to meet the 'suitable person' requirements of Ofsted and have a DBS check carried out.
- 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 who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff 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.

Student Placement Policy

- 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 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, which provides the necessary background understanding of children's development and activities, or to have an interest in exploring the opportunities available in early years as a career.
- Students required to conduct child studies will obtain written permission from the parents of the child to be studied.
- Any information gained by the students about the children, families or other adults in the Pre-School must remain confidential.
- Mobile telephones are to be left in the office during session times.

Students have the responsibility to support the Pre-School Manager and other Staff throughout the session and to work within the guidelines set by the Pre-School Manager.

These are achieved through the following:

- Following health and safety guidelines, policies and procedures of Playhouse Pre-School
 - Informing the Management Team should they not feel confident with allocated roles within each session
 - Encouraging and supporting all children within the Pre-School

Volunteers

Our pre-school welcomes parents and carers to volunteer their time to help at the pre-school. No volunteers will be left alone with any children or will be involved in any aspects of intimate care. Offers of volunteering from the wider community will be looked at on a case by case basis and acceptance will depend on the qualification and skills of the individual and any support the individual may need. The needs of the children will always be paramount and any potential effects on the smooth running of the pre-school will be taken into account.

For regular volunteers a short induction on how our pre-school is managed, how our sessions are organised and our policies and procedures will take place during the first session.

This policy was agreed by the staff of Playhouse Pre-school Broadwater.

Adopted on 29th March 2016 and will be reviewed annually.

Reviewed on 10th July 2023 by Z. Munford