**Student Placement Policy**

Barking Pre-school 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, including those studying for the CACHE certificates in social sciences.

We aim to provide experience for students which will contribute to the successful completion of their studies and that provide examples of quality practice in the early year’s profession.

* Students are required to meet the ‘suitable person’ requirements of OFSTED
* Schools and colleges placing students under the age of 17 years will be required to act as a reference for the student’s good character.
* Trainees and students will only be permitted placements if they are attending a course at a recognised early years training provider, usually a Suffolk County Council establishment.
* Students will be supervised at all times and will not have unsupervised access to the children in our care.
* Students will not be included in our staff ratios.
* Trainee staff employed by the pre-school may be included in the ratios if the Pre-school Leader deems them competent.
* Students and volunteers are covered under our ‘Employers Liability Insurance and Public Liability Insurance’.
* Students are required to keep to our Confidentiality Policy.
* The setting will co-operate with course tutors to ensure the students receive maximum support to fulfil their course requirements.
* Students will receive a short induction on their first session of how the pre-school is managed, who to report to, policies and procedures and how the session is organised.
* The needs of the children in our setting are of paramount importance therefore a maximum of two students will be given placements at any one time.

Signed: .................................................................... Date: .............................

Chairperson