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| Document. | 027 | Student Placement Policy | | |
| Revision | 02 | Approved By | DRAFT | Approval Date |

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Statement of intent

The Duchy Pre-school & Playgroup recognises that qualifications and training make an important contribution to the quality of the care and education provided by pre-school settings. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training, including those studying for the CACHE level 2 Certificate in Pre-school Practice and CACHE level 3 Diploma in Pre-school Practice.

Aim

We aim to provide for students on placement with us, experiences which contribute to the successful completion of their studies and which 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 the pre-school 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.

We complete a separate risk assessment for adults under the age of 18 years.

Students who are placed in our pre-school on a short term basis are not counted in our staffing ratios. Students who are placed for longer periods - for example, a year - may be counted in our staffing ratios provided we consider them to be competent and this meets with the criteria of the course they are studying for.

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 before their 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.

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, which hinder

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the essential work of the pre-school.

We ensure that students placed with us are engaged in bona fide early years training which provides the necessary background understanding of children's development and activities.

Students who make observations on children within the setting must gain written consent from the parents.

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| Responsibility for periodic review | Personnel Sub-committee |
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Document History

| Rev | Changes | Date | Approval |
|-----|---------------------------------------|----------|------------------|
| 00 | Previous changes incorporated for AGM | 17/05/10 | AGM |
| 01 | Revised and reviewed for AGM | 15/11/11 | AGM |
| 02 | Addition of scope statement. | 02/01/14 | Business Manager |
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