



lintongrantaplaygroup

Pre-school and toddler group
Linton, Cambridgeshire

Title	Student Placements
Code	LPGSPESP
Author	PLA 2013; B Ward
Version	004
To be reviewed	September 2017
Setting Details	Linton Granta Playgroup and Toddlers, The Activity Room, Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk




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 qualifications and training. We also offer placements for school pupils on work experience through Connexions only.

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 adult students on qualification courses to meet the 'suitable person' requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s) carried out, we also require written references.
- Students under the age of 18 come under our duty of care as minors.
- We require institutions placing students under the age of 18 years with the setting to vouch for their good character. Any written references should be sought and filed.
- We supervise all students at all times. We 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 may be included in the ratios if they are deemed competent.
- We have employers' liability insurance and public liability insurance, through Morton Michel 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 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 work experience/early years training, which provides the necessary background understanding of children's development and activities by seeking references from college tutors.

This policy was adopted at a meeting of Linton Granta Playgroup			
Held on			
Date to be reviewed			
	First signatory	Second Signatory	Approved By
Signed on behalf of the Management committee			
Name of signatory	<i>N. Jackson</i>	<i>J. Symons</i>	<i>Amy Jones</i>
Role of signatory	Chair	Secretary	Policy Co-Ordinator