



STUDENT WORK EXPERIENCE POLICY

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. 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

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the Preschool.
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course, which provides necessary background understanding of the children's development and activities.
- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks 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 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.
- 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.
- Students required to conduct child studies will obtain written permission from the parents of the child to be studied.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organized and a basic knowledge of our policies and procedures.
- Students will be expected to abide by/conform to preschool practices

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
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