**Statement of intent:**

We recognise that qualifications and training make an important contribution to the quality of 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, at various levels. We also offer Work Experience placements to school pupils.

* All students wishing for a placement in our setting will undergo an interview to access their suitability. They will also be required to meet the ‘suitable person’ requirements of Ofsted.
* We require schools placing students under the age of 16 years to vouch for their good character and give a point of contact for any needs or issues that may arise.
* Where students are over the age of 16 they will not be accepted until they can provide proof that they have passed a Disclosure and Barring check through the college they are attending.
* We require students to sign a form confirming that they fully understand and will adhere to all our policies and to keep to our confidentiality policy at all times.
* We co-operate with students’ tutors in order to help students fulfil the requirements of their course of study. We require adequate notice of any tasks that the student may be required to carry out as part of their course in advance so that we are able to assess the suitability of the activity for our setting and to add it to our setting planning.
* Students placed in our setting are supernumerary to our staffing ratio.
* Students are fully supervised and given advice and coaching during their placement. Students are not allowed unsupervised access to children.

* The needs of our children are paramount and we do not admit students in numbers that will hinder the essential work of the setting.
* Students are given information relevant to their placement and are asked to observe our policies and procedures. Safeguarding and confidentiality are of paramount importance, both during and post placement/volunteering. Staff are asked to be sensitive to these considerations and seek clarity from management should any questions or concerns arise.
* Staff are requested to observe professional respect and limitations during student placements e.g. not requesting or adding students to social media.

|  |  |  |
| --- | --- | --- |
| Document ID- | Policy adopted at meeting – Oct 2007 | Reviewed by : Ladybirds Directors |
| Date reviewed | 14th October 2022  Diana Buckell |  |
| Feb 2018 |  |  |
| March 2019 |  |  |