

## **Student placement policy**

### **Statement of intent**

The Nursery 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.

### **Aim**

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.

### **Methods**

- We require students to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students with the Nursery to vouch for their good character.
- Those coming for work experience must first write to apply for an interview.
- All students will be interviewed by the Manager or Deputy Manager of the Nursery.
- We supervise students at all times and do not allow them to have unsupervised access to children.
- Students who are placed in the Nursery on a short term basis are not counted in our staffing ratios.
- We have employers' liability insurance and public liability insurance, which covers students, 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. However, the needs of the children are always paramount.
- We provide students, at the first session of their placement, with a short induction on how the Nursery 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.
- As the needs of the children are paramount, we do not admit students in numbers that hinder the essential work of the Nursery.
- We ensure that trainees and 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 wish to do a child care study must first obtain permission from the parents/guardians.

This policy was adopted at a meeting of the Trustees of Sevenoaks Day Nursery Trust

Held on (date)

Signed on behalf of the Trustees

Role of signatory (e.g. chairperson etc.)

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