



Waltham Pre-School

Placements

Policy Statement

Waltham Pre-School recognises that qualifications and training make an important contribution to the quality of the care and education provided by Early Years Nurseries/Pre-schools. As part of the commitment to quality, placements are offered to student/apprentices undertaking Early Years qualifications and training. Placements are also offered to school pupils on work experience.

The aim is to provide apprentices/students on placement with experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education. These procedures are written in line with current guidance Early Years Foundation Stage – (EYFS). The pre-school managers are responsible for ensuring all staff understand and follow these procedures.

Procedures

- Students on qualification courses are required to meet the 'suitable person' requirements of Ofsted and have Disclosure and Barring Service (DBS) checks carried out.
- Schools placing students under the age of 17 years with the pre-school must vouch for their good character.
- Students under the age of 17 years are supervised at all times and are not allowed to have unsupervised access to children.
- Students undertaking qualification courses who are placed in the Nursery/Pre-school on a short term basis are not counted in the staffing ratios.
- Trainee staff employed by the nursery may be included in the ratios if they are deemed competent.
- Apprentices are to be employed as a normal member of staff and can be included in the staff ratios.
- Employer's Liability Insurance and Public Liability insurance are taken out, which covers both trainees and voluntary helpers.
- Students are required to keep to the Confidentiality Policy.
- Student's tutors are liaised with in order to help students to fulfill the requirements of their course of study. Students are provided, at the first session of their placement, with a short induction on how the Nursery/Pre-school is managed, how the sessions are organised and the policies and procedures.
- A positive message is communicated to apprentices / students about the value of qualifications and training.
- The needs of the children are made paramount by not admitting apprentices / students in numbers that hinder the essential work of the Nursery.
- It is checked that trainees and apprentices / students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

Disseminating and Implementing this Policy

- All Nursery/Pre-school staff will be required to read this policy on their induction and to comply with the contents of the policy. The implementation of the policy will be monitored by Nursery/Pre-school staff on a day to day basis.
- If incidences of non-compliance do occur, this will be dealt with on a case by case basis through performance management of staff.
- Any adverse incidents will be recorded and reviewed to ensure the policy is fit for purpose. The policy will be formally reviewed at least every three years.