



CENTRAL@RLK

POLICIES AND PROCEDURES

2.2 - STUDENT PLACEMENTS

Policy statement

Central@RLK recognises that qualifications and training make an important contribution to the quality of the care and education provided by early year's providers. As part of the settings commitment to quality, Central@RLK offers placements to students undertaking early year's qualifications and training. Central@RLK also offers placements for school pupils on work experience.

Central@RLK aims to provide 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

- Central@RLK requires students on qualification courses to meet the 'suitable people' requirements of Ofsted and have DBS checks carried out.
- Central@RLK requires students in the setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- Central@RLK requires schools placing students under the age of 17 years with the setting to vouch for their good character.
- Central@RLK supervise students under the age of 17 years 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.
- Trainee staff (i.e. apprentices) employed by the setting and students over the age of 17 may be included in the ratios if they are deemed competent and responsible.
- Central@RLK takes out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- Central@RLK requires students to keep to the settings confidentiality policy.
- Central@RLK co-operates with students' tutors in order to help students to fulfil the requirements of their course of study.
- Central@RLK provides students, at the first session of their placement, with a short induction on how the setting is managed, how the sessions are organised and our policies and procedures.
- Central@RLK communicate a positive message to students about the value of qualifications and training.
- Central@RLK makes the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.



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- Central@RLK ensures 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.
- Central@RLK reserves the right to terminate a student's placement with the setting if they are not making the appropriate effort or progress required and discussed, or if their presence is detrimental to the children's welfare and development.

This policy was adopted at a meeting of	Central@RLK
Held on	27th July 2015
Date to be reviewed	July 2015
Signed on behalf of the management committee	
Name of signatory	Rebecca Davies
Role of signatory (e.g. chair/owner)	Chairperson