



## **Little Acorns Pre-School**

'From little acorns mighty oaks grow'

### **Student placements and Volunteers**

#### **Policy statement**

We recognise that qualifications and training make an important contribution to the quality of the care and education we provide. As part of our commitment to quality, we offer placements to students / apprentices undertaking Early Years qualifications and training. We may also offer placements for school pupils on work experience. We aim to provide for students / apprentices 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**

- We require students / apprentices on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s).
- We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require schools, colleges or universities placing students under the age of 17 years with us to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students / apprentices undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff, apprentices and students over the age of 17 may be included in the ratios if they are deemed competent and responsible.
- We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.
- We require students to keep to our Confidentiality and Client Access to Records Policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.

- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students / apprentices about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- We ensure that trainees, apprentices 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.

## **Volunteers**

We encourage volunteers into our setting. Following the completion of a DBS check, they will receive a short induction in child protection, code of conduct and the use of mobile phones from the main school office. Volunteers will follow the expectations as set out above.

Policy: Student Placements and Volunteers

Date: September 2022

Next Review: September 2023

Completed by: Jonathan Elms (Headteacher)

Reviewed by: EYFS Governors Working Party.