**Student placement**

Tring Stepping Stones 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.

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 and education.

* We require students 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).
* The setting manager discusses the aim of the placement with the student’s tutor prior to the placement commencing. The expectations of both parties are agreed at this point.
* 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.
* Students do not have unsupervised access to children.
* Students and apprentices who are undertaking L3 or above may be counted in ratios if the setting manager is convinced, they are suitably experienced.
* Employed trainee staff over the age of 17 (16 if an apprentice) may be included in staffing ratios if deemed competent.
* Public liability and employer’s liability insurance is in place that covers students and voluntary helpers.
* Students are aware of confidentiality.
* Student induction includes how the setting and sessions are managed, and policies and procedures, in particular safeguarding, confidentiality and health and safety. The induction continues throughout the student’s placement and follows the induction checklist used by full time members of staff.
* Appropriate members of staff co-operate with students’ tutors to assist them in fulfilling the requirements of their course of study.
* The setting communicates a positive message to students about the value of qualifications and training.
* The needs of children and their families remain paramount at all times and students are only admitted in numbers that do not hinder the work of the setting.
* The setting manager ensures that the students and trainees on placement are engaged in bona fide early years training which provides the necessary background and understanding of children's development and activities.
* We ask students to complete a student application form.
* Prior to students starting work with us we send them a letter confirming their acceptance of them working with us.
* Students will not be allocated as key workers to children before shadowing a member of staff to see how the key person system works and being deemed competent.
* Students will be included in the photos of staff on the notice board. If the student would like to include a particular child in a written observation for college work or in an observation during a tutor visit, they would obtain permission directly from the parent of the child. The child will only be identified via initials. If the college requires photographic evidence of pre-school activities permission will be sought from individual parents before any photos are used in the students college work.

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| This policy was adopted at a meeting of | Tring Stepping Stones  |  |
| Held on |  |  |
| Date to be reviewed | November 2024 |  |
| Signed on behalf of the management committee |  |
| Name of signatory |  |
| Role of signatory (e.g. chair/owner) |  |

|  |  |  |
| --- | --- | --- |
| **STAFF NAME** | **SIGNATURE** | **DATE** |
| Lucy Brittain |  |  |
| Nicola Poulton |  |  |
| Nicola Reynolds |  |  |
| Kim Smith |  |  |
| Jo Davis  |  |  |
|  |  |  |

Review Sep 2014: Changed CRB to DBS. Added line about students knowledge of the English language. Also added guidance from revised eyfs with regard to students being included in ratios.

Review Sep 2015 – removed information regarding to work experience for students under the age of 17 as we have decided that this is not appropriate.

October 2016 review- no changes

October 2017- no changes

November 2018- no changes

November 2019 – changed key worker to key person

December 2020- during the Covid-19 pandemic we have made the decision not to take on any students.

October 2022- Added Students do not have unsupervised access to children.

The setting manager discusses the aim of the placement with the student’s tutor prior to the placement commencing. The expectations of both parties are agreed at this point.

November 2023 – Added line that students and apprentices taking level 3 or above may be included in ratio if deemed competent and that Employed trainee staff over the age of 17 may be included in staffing ratios if deemed competent. Added section about value of qualifications and training and about emphasis on safeguarding, confidentiality and health and safety in induction. Re-worded line that states students will not be allocated key children. Removed that we email all parents when a student starts and added that individual parent permission would be sought to include a child in work/observations. Changed staff list to add new staff and remove those who have left.