

Safeguarding and Welfare Requirement:

Providers must ensure that adults looking after children are suitable to fulfil the requirements of their roles.

Student-Work Experience Policy

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 undertaking early year's qualifications and training. We also offer placements for school pupils on work experience.

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.

Procedures

Child Protection

- We require students on qualification courses to meet the suitable person requirements of the Early Years Foundation Stage 2021 and have a satisfactory enhanced DBS check with barred list check(s).
- As part of our commitment to safeguarding students or work experience students will attend an informal interview to establish why the person wants to work with young people and that they are compatible to the ethos of the Pre School.
- 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 placing students with us to vouch for their good character.
- We supervise students 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 staff ratio.
- Students and apprentices, over the age of 17, who are undertaking a level 2 or 3 qualification maybe considered to be counted in the ratios if our manager deems them to be suitably qualified and experienced.
- 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 make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.

Training

- 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 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.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.

Health and safety

- We require that all students sign in with their arrival time and sign out with their departure time.
- Students are requested to wear our visitor badges or college uniform for the entire length of their time with us. They must be visible to the children.
- We request that it is a student's responsibility to report any Health and safety issues or faulty equipment to their room supervisor and on the Health and Safety sheet located in the Kitchen area.
- Students are told never to lift, carry or move a child in any way.

Confidentiality

- Students are requested to sign our confidentiality policy as part of their induction.
- Students are reminded that all safeguarding concerns (including those regarding the Prevent Duty about a child are shared immediately with one of the DSL.)

Housekeeping

Mobile Phones

Mobile phones are not allowed in the main room of the Pre-School they need to be handed into the Office or locked away in a locker.

Tea/Coffee

If you are in Pre School over the break period tea/coffee must be made and drunk in our kitchen area. At lunch time we are allowed to use the entrance hall or staff computer area.

First Aid

Do not administer any First Aid to the children whilst you are with us. A number of staff hold certificates for Paediatric first aid. Please talk to your room supervisor if you are approached by a child with an ailment or injury.

Fire alarm

On arrival on your first day you will be told about our fire evacuation. If the Fire bell rings, please make your way to the nearest exit.

Attendance

If you find that you are not able to attend on a particular day you must phone by 8:00 a.m. each morning.