



Woodham Mortimer Pre-School
 Woodham Mortimer Village Hall
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 Registered Charity Number: 1060526 DFES / OFSTED Number 650168
 PSLA Membership Number: 20167

EMPLOYMENT

General Welfare Requirement: Suitable People

Pre-Schools must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so

2.3 – STUDENT PLACEMENTS POLICY

POLICY STATEMENT

Woodham Mortimer Pre-School recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years Pre-Schools. As part of our commitment to quality, we offer placements to students undertaking early years 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.

EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners	3.4 The wider context	N/A

PROCEDURES

- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have Criminal Records Bureau (CRB) checks carried out
- We require schools placing students under the age of 17 years with the Pre-School 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 undertaking qualification courses who are placed in our Pre-School on a short term basis are not counted in our staffing ratios
- Trainee staff employed by the Pre-School may be included in the ratios if they are deemed competent
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers

- We require students to keep to our Confidentiality & Client Access to Records Policy and request that they sign up to this Policy during their induction
- 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 Pre-School is managed, how our sessions are organised and our Policies and Procedures
- We communicate a positive message to students 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 Pre-School
- 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

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting
Next Review Date	January 2011
Signed on Behalf of Woodham Mortimer Pre-School
Name of Signatory	Kayte Terrett
Role of Signatory	Chairperson – Woodham Mortimer Pre-School Committee