

St Marychurch Pre-school

Student/Apprenticeship Placement Policy

Statement of intent

We welcome students/apprentices into the Pre-school

Aim

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.

Methods

- We require students/apprentices to meet the ‘suitable person’ requirements of Ofsted.
- We require schools/college placing students under the age of 18 years with the setting to vouch for their good character in writing followed by a telephone conversation. The setting will keep in monthly contact with the school and the trainer.
- A school/college reference will only be accepted if the student/apprentice has only left the school less than 2 years ago.
- Student/apprenticeship references will initially be in a written form and the DSL will follow up with a telephone conversation confirming the reference. The setting will require full references before commencement of employment/training. School references will ask relevant questions to reflect their character. Over 18 references will require additional information such as employment history.
If references are refused or sent incomplete students will be deemed not suitable to work with children or vulnerable people.
- We supervise students/apprentices under the age of 18 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our setting on a short-term basis are not counted in our staffing ratios.
- Trainee practitioners/apprentices employed by the setting may be included in the ratios if they are deemed competent. Apprentices will sign an apprenticeship contract with terms and conditions and sign and adhere to the settings policies and procedures.
- We take out employers’ liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students/apprentices to keep to our confidentiality policy
- We co-operate with students’/apprentices’ tutors in order to help students to fulfil the requirements of their course of study.
- We provide students/ apprentices at the first session of their placement, with an induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We make the needs of the children paramount by not admitting students/apprentices in numbers that hinder the essential work of the setting.

- We ensure students apprentices placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.
- We require students/apprentices to declare any involvement with outside agencies and the setting will liaise with the LADO to offer support to them and monitor.
- We require students/apprentices in our setting to have a sufficient understanding of English and Maths to contribute to the well-being of children in our setting.

Signed: _____

Position: Chairperson

Dated: _____

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.