

# Woodentops Preschool

## 17- Student Placement policy

**Aim:** To enable students to experience an early year's setting and to ensure they abide by Woodentops rules.

We recognise that qualifications and training make an important contribution to the quality of the care and education provided by early year's settings. As part of our commitment to quality, we offer placements to Work Experience Students from local Upper Schools and Colleges to give them the experiences, which contribute to the successful completion of studies, or decision making with future career choices. We also offer placements to students completing their level 3 apprenticeship course and support them through their 2 years of training.

### Procedure

- We require schools/colleges/the academy placing students under the age of 17 years to vouch for their good character.
- We will interview the students prior to their placement to check their suitability to our setting.
- We require students to be DBS checked unless they are under 16 years.
- We will supervise students at all times and do not allow them to have unsupervised access to the children.
- Students are not counted in the number ratios.
- Apprenticeship students may be counted in ratio depending on their work practice and ethics in their 2nd year of training with us.
- We require students to keep to our confidentiality policy.
- We will co-operate with student's tutors to help fulfil the requirements of their placement.
- We will provide students with a short induction of how the setting is managed, how the days are organised and the policies and procedures.
- We will communicate a positive message to students about the value of qualifications and training.
- We will make the needs of the children paramount by not admitting more than three students (including those on apprenticeships) at any one time.

This policy was reviewed on	
Signed on behalf of the preschool	
Date for review	