**Student Placement Policy**

Please take time to read the pre-school policies and let the Pre-school Leader or Chair know if you have any questions.

The policies are also available to read on our website:

www.streatleyhillpreschool.org.uk

**Statement of intent**

This pre-school recognises that qualifications and training make an important contribution to the quality of the care and education provided by pre-school settings. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training, including those studying for the CACHE level 2 Certificate in Pre-school Practice and CACHE level 3 Diploma in Pre-school Practice.

**Aim**

We aim to provide for students on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

**Methods**

* We require students to meet the 'suitable person' requirements of Ofsted.
* 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 who are placed in our pre-school on a short-term basis are not counted  in our staffing ratios. Students who are placed for longer periods - for example, a year - may be counted in our staffing ratios provided we consider them to be competent.
* We take out Employers' Liability Insurance and Public Liability Insurance that covers both trainees and voluntary helpers.
* We require students to keep to our Confidentiality Policy.
* We co-operate with students' tutors in order to help students to fulfill 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 which hinder the essential work of the pre-school.
* We ensure that students placed with us are engaged in bona fide Early Years'  Training that provides the necessary background understanding of children's development and activities.
* Unless registered as fit persons, students will not have unrestricted access to  children.

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| This policy was adopted at a meeting of Streatley Hill Pre-school Committee on: | 28th March 2011 |
| This policy was last reviewed on: | 29 June 2016 |
| Date of next review: | 29 June 2016 |
| Signed on behalf of the Committee by: | Laura Coyle |
| Role of Signatory: | Chair |