

Student placement policy



Policy Statement

Hopscotch Playgroup recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. 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.

Procedures

- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have a Disclosure and Barring Service (DBS) check carried out.
- We require students at Hopscotch 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 under the age of 17 years with the setting 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 setting on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting 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 policy.

- 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 setting 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 setting, usually not more than 1 student at any session.
- 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 reserve the right to suspend placements in situations where the student and/or tutor is not complying with the agreed policies, e.g. persistent absence, inappropriate behaviour, etc. We expect students to sign our learning agreement.

This policy was adopted at a meeting of the Board of Directors of Hopscotch Playgroup held on 1st November 2006.

Reviewed at a meeting of the Board on 22nd May 2012

Reviewed and amended at a meeting of the Board on 17th September 2013

Reviewed and amended on 16th September 2014

Reviewed 16th September 2015

Reviewed 19th September 2017

Reviewed 8th October 2018