

## Student Placement Policy

(Setting name) recognises that the quality and variety of work which takes place in a childcare setting makes it an ideal place for students to gain work experience or training. We aim to provide an environment in which students on placement will, under the guidance of a skilled staff team, experience examples of quality practice.

- Students under the age of 17 will not be counted in ratio's and will be supervised at all times
- Students aged 17 and over who are undertaking a long term placement, may be included in ratio's only when we are satisfied that they are competent enough to be unsupervised. All students should be CRB checked through the college before commencing placement.
- We recognize that the needs of the children are paramount and students will not be included into ratio numbers if that hinders the essential work of the provision.
- We will ensure that students are confirmed by their tutor as being engaged in a childcare course which provides necessary background understanding of children's development and activities.
- We will provide the student with full information about the role and responsibilities within the setting during their time with us.
- We will ensure students are known and introduced to parents / carers.
- We will provide a student induction.
- We will provide the student with a staff mentor.
- We will ensure all students are supervised when required.
- We will ensure that students who are required to conduct child studies obtain written permission from the parents of the child to be studied.
- We will ensure that any information gained by the students about the children, families or other adults in the provision remains confidential.
- We will provide a termly and final review of a student placement between the staff mentor, manager of the setting, student and student tutor to ensure all needs are being or have been met.
- We will liaise regularly with the school/college and provide feedback on the placement.

*Signed on behalf of the setting by:*

*Chairperson/owner (delete as appropriate).....*

*Secretary/manager (delete as appropriate).....*

Date:

Review Date: