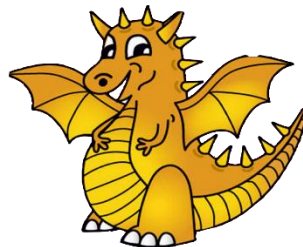




Wessex
Learning Trust
We Learn Together!

Early Years: Student Placement Policy



Date approved by Trust Board: September 2024
Review Date: September 2027

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Wessex Learning Trust. Registered in England. Company Number 7348580.

Wessex Learning Trust Student Placement Policy

This policy will be reviewed by the Board of Trustees every three years.

A handwritten signature in black ink that reads "Gavin Ball". The signature is written in a cursive style with a large, looping initial 'G'.

Signature:

Name: Mr Gavin Ball

Position: Chief Executive

Date: 01/09/2024

A handwritten signature in black ink that reads "Paul Jacobs". The signature is written in a cursive style with a large, looping initial 'P'.

Signature:

Name: Mr Paul Jacobs

Position: Chair of the Board

Date: 01/09/2024

1. Introduction

1.1 The Wessex Learning Trust recognises that qualifications and training make an important contribution to the quality of care and education. As part of our commitment, we may offer placements to students undertaking relevant qualifications/training. We aim to provide students experiences that will contribute to the successful completion of their studies and provide examples of quality practice in early years care and education.

1.2 This policy sets out how we will safely bring students into our settings and provide them and our children with the best experience possible.

2. Student Placements

2.1 Before a placement student is invited into a setting, the manager will ensure (either by background checks, conversations with the student, or conversations/references from their training provider) that they meet Ofsted's 'suitable person' requirements. The manager will also discuss the aim of the placement with the student's tutor prior to the placement commencing. The expectations of both parties are agreed at this point.

2.2 The manager will also ensure the students and trainees on placement are engaged in bona fide early years training which provides the necessary background understanding of children's development and activities to work effectively in the setting.

2.3 At all times the needs of the children and their families remain paramount, and students will only be admitted to the setting in numbers that do not hinder the work of the setting – for instance diverting too much of staff time away from the children in their care.

2.4 For students under 17-year-old, their good character will be vouched for by the establishment that places them. Before they attend, the manager must also be satisfied that all relevant checks have been made.

2.5 While in the setting, students will not have unsupervised access to children, nor may they count in staffing ratios, unless:

- They are a student or apprentice who are undertaking L3 or above. If this is the case and the setting has deemed them suitable and competent, then they can be included in the ratio below their training qualification. It is recommended that the manager have clear records to show how they have deemed the student or apprentice as competent
- They are employed, trainee staff, over the age of 17 and deemed competent by the manager
- They are a suitable student on long term placement or a volunteer (aged 17 or over) or a member of staff working as an apprentice in early education (aged 16 or over). In this instance they may be included in the ratios if the provider is satisfied they are competent and responsible

Staff that are under 17 years of old must be supervised at all times.

2.6 Public liability and employer's liability insurance is in place at all of our settings and covers students and voluntary helpers.

2.7 When a student first starts at a setting they must receive an induction from the manager, which includes an overview of how the setting operates and how sessions are managed. As part of this they will be briefed on the policies and procedures in place at the setting – in particular regarding safeguarding, confidentiality, and health and safety. They will also be briefed on any particular children's needs which they should be aware of.

2.8 While in the setting, appropriate members of staff will liaise with the student's tutors to ensure they are fulfilling the requirements of their course of study. The setting will also encourage the student as to the value of their qualification and training and seek to engage them in life at the setting.

2.9 The needs of the children and their families remain paramount at all times and students are admitted in numbers that do not hinder the work of the setting.

2.10 Where students visiting the setting are under 18 years of age, staff must be aware of their safeguarding responsibilities towards the student and contact to the designated safeguarding lead, and/or the student's training provider if they have concerns for the student's welfare. All aspects of the Wessex Learning Trust Child Protection and Safeguarding Policy apply, for instance although the student may work like another member of staff, it would still not be appropriate to connect with them on social media or arrange to meet socially outside of work.

For further information, please see Trust's Child Protection and Safeguarding Policy.