

## **SECTION 3: Human Resources**

### **Student placements**

#### **Policy statement**

Stanmore Montessori 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 after discussions with the appropriate tutors and their college or school.

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

#### **EYFS key themes and commitments**

A unique child	Positive relationships	Enabling	Learning and
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1.3 Keeping safe	2.4 Parents as partners	3.2 The wider context	
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#### **Procedures**

- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out before their placement begins.
- 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 and health, safety and fire requirements of the setting.

- 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
- 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.
- Students will be offered support and guidance throughout their placement and given constructive honest feedback in respect of their performance. Staff will respect individual students' needs and abilities.
- An accurate evaluation of ability and performance for both students and training providers will be provided and the setting will support students who are experiencing difficulties with action plans if needed.
- To maintain parent partnerships, parents will be informed when students are present in the setting e.g. via the parent notice board. Wherever possible this will be accompanied by a recent photograph of the student.
- All students on placement must adhere to the same codes of conduct as permanent staff, including time-keeping and dress code.
- All students are encouraged to contribute fully to the setting's routine and to spend some time in every area.