



Caterpillars Pre-School

Student Placements

August 2020



Student placements

Policy statement

Caterpillars recognise that qualifications and training make an important contribution to the quality of the care and education we provide. As part of Caterpillars commitment to quality, we offer placements to students undertaking early years qualifications and training. Caterpillars also offer placements for school pupils on work experience.

Caterpillars 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 the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s).
- We require students in our settings to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require schools, colleges or universities placing students under the age of 17 years with us 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 settings on a short term basis are not counted in our staffing ratios.
- Students (aged 17 and over) and apprentices (aged 16 and over) may be considered to be counted in the ratios if our managers deems them to be suitably qualified and experienced.
- We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.



- We require students to keep to our Confidentiality and Client Access to Records 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 settings 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.
- 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.

This policy was adopted by

Caterpillars Pre-School Management Committee

in

November 2020

Date to be reviewed

June 2021

Signed on behalf of the provider

Name of signatory

Matthew Doonan

Role of signatory (e.g. chair, director or owner)

Chair of the committee

