

Student placement policy



Policy Statement

Woodland Corner 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 may where appropriate offer placements to students undertaking relevant early years qualifications and training. We also offer placements for school pupils on work experience.

Aim

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.

Methods

- The manager ensures students meet the 'suitable person' requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s).
- The manager discusses 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.
- We require students in our setting 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 who are placed in our setting on a short-term basis are not counted in our staffing ratios.
- Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, if the provider is satisfied that they are competent and responsible and if they hold a valid and current PFA qualification.

- We have employers' liability insurance and public liability insurance, which covers students and voluntary helpers.
- We require students to sign and keep to our Confidentiality Policy.
- 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, in particular safeguarding, confidentiality and health and safety.
- We co-operate with students' tutors to help students to fulfil the requirements of their course of study.
- We communicate a positive message to students about the value of qualifications and training.
- We ensure the needs of the children are paramount at all times. Students are only admitted in numbers that do not 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.
- Student induction includes how the setting and sessions are managed, and policies and procedures, in particular safeguarding, confidentiality and health and safety.

This policy was adopted at a meeting of

Woodland Corner

Held on (date) 11th March 2026

Signed on behalf of the Management Committee

Jess Brown

Role of signatory (e.g. chairperson etc.)

Chairperson

Review date

March 2027