Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that adults looking after children are suitable to fulfil the requirements of their roles.

2.2 Student placements

Policy statement

We recognise that qualifications, training and supervised practical experience make an important contribution to the quality of the care and education we provide. As part of our commitment to quality and sector development, we offer placements to students undertaking early years qualifications and training and may offer placements for school pupils on work experience where this is appropriate, risk assessed and agreed with the placing organisation.

We aim to provide students on placement with a safe, supportive and purposeful learning experience that contributes to the successful completion of their studies, reflects current statutory requirements, and provides examples of quality practice in early years care, education and safeguarding.

Procedures

This policy is implemented in line with the current Early Years Foundation Stage statutory framework, Working Together to Safeguard Children, relevant safeguarding guidance for education and childcare settings, the Children Act 1989 and 2004, the Childcare Act 2006, the Equality Act 2010, the Data Protection Act 2018, UK GDPR and safer recruitment expectations.

- We require students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and, where their role or placement activity requires it, to have an appropriate satisfactory enhanced DBS check, including barred list check(s), before any unsupervised regulated activity is considered.
- We require students in our setting to have a sufficient understanding and use of English to contribute to the wellbeing, safety and communication needs of children in our care.
- We require schools, colleges, training providers or universities placing students with us to confirm that appropriate suitability checks, references, safeguarding expectations and placement arrangements have been completed, and to vouch for the good character of students under the age of 17 years.
- We supervise students under the age of 17 years at all times and do not allow any student to have unsupervised access to children unless the manager has confirmed that this is lawful, appropriate, risk assessed and supported by the required suitability checks.
- Students undertaking qualification courses who are placed in our setting on a short-term basis are not counted in our staffing ratios.
- Students and apprentices aged 17 or over who are undertaking a level 3 qualification may only be considered for inclusion in ratios where the manager is satisfied that this complies with current EYFS requirements and that the individual is competent, suitably supervised, appropriately checked and experienced for the duties expected of them.
- We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.

- We require students to follow our Confidentiality and Client Access to Records Policy, data protection procedures and information sharing expectations. Students must only access, record, photograph or share information about children, families, staff or the setting when authorised and necessary for their placement.
- 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 start of their placement, with an induction covering how our setting is managed, how sessions are organised, our policies and procedures, safeguarding and child protection arrangements, whistleblowing, health and safety, behaviour expectations, confidentiality, emergency procedures and how to report concerns.
- We ensure students understand that safeguarding children is everyone's responsibility and that any concern about a child, adult, visitor, student, volunteer or practice in the setting must be reported immediately to the Designated Safeguarding Lead or manager in line with our safeguarding procedures.
- We complete a placement risk assessment where appropriate, taking account of the student's age, role, experience, supervision needs, course requirements, health and safety, online safety, safeguarding responsibilities and any reasonable adjustments required.
- We do not allow students to use personal mobile phones, cameras or personal devices to record children. Any observation, assessment evidence or placement documentation involving children must be completed in line with setting procedures and authorised by the named placement coordinator or manager.
- 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.
- We have a named onsite placement coordinator who oversees each student placement. The placement coordinator maintains an overview of students' records, induction, supervision, agreed learning objectives, observations, assessments, attendance, progress reviews and communication with tutors or assessors, while ensuring information is recorded and stored appropriately.
- The named onsite placement coordinator liaises with the manager, Designated Safeguarding Lead and placing organisation where required to ensure concerns, support needs, assessment requirements and safeguarding matters are addressed promptly and appropriately.

This policy was adopted by	Stowey Bears Preschool	*(name of provider)*
On		*(date)*
Date to be reviewed	Reviewed annually	*(date)*
Signed on behalf of the provider	*Rachel Penny*	
Name of signatory	Julia Jameson	
Role of signatory (e.g. chair, director or owner)	Chairperson	