

# POLLYANNA PRE-SCHOOL STUDENT PLACEMENT POLICY

## Statement of Intent

Pollyanna recognises that qualifications and training make an important contribution to the quality of the care and education provided by early year's settings. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training, and we support current staff in additional work based early years training.

## Procedures

- We require students to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character in writing.
- We always supervise students under the age of 17 years, 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. Students who are placed on a long-term basis may be counted in our staffing ratios provided we consider them to be competent and aged over 17 years.
- For students who are placed in the setting for more than 1 month an Enhanced Disclosure through the Disclosure and Barring Service will be obtained.
- 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 agreement. and to sign a confidentiality agreement.
- We co-operate with students' tutors to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with an induction on how our setting is managed, how our sessions are organised and our policies and procedures, including Health and Safety.
- 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 (no more than 2 at a time).
- 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 communicate to parents/ carers when a student is on placement within the setting.
- Staff may request Pollyanna to contribute towards student fees, however, this will only be agreed by the management committee on a case by case basis.
- Pollyanna will not pay staff for study hours, and study hours are expected to be taken outside of the student's usual working hours.

## Review and Approval

This policy was adopted on: \_\_\_\_\_

Signed by Management Committee: \_\_\_\_\_  


Print Name: Carl Sautereau

Date of Renewal: September 2024