**Suitable people: Employment**

**2.3 Student/Volunteer Placement**

Policy Statement

We recognise 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/apprenticeships undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

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

**EYFS Overarching principles**

1. Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured

2. Children learn to be strong and independent through **positive relationships**

3. Children learn and develop well in **enabling environments with teaching and support from adults**, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.

4. Importance of learning and development. Children develop and learn at different rates. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities (SEND).

**Procedures**

* We take out employers lability insurance and public liability insurance, which covers both students and volunteers.
* Volunteers and students will be DBS by Mayfield Pre-School and a full induction will take place where they are introduced to all members of staff, chair, parents and the procedures of the building, including health and safety regulations and all relevant policies.
* Students/Volunteers will not be counted into staff ratios unless they are on a long term placement, are over the age of 17 and are deemed suitable.
* We co-operate with students tutors in order to help students to fulfil the requirements of their course of study.
* All staff will behave appropriately and provide positive role models to students and volunteers.
* We require students from local colleges on qualification courses and apprenticeships to meet the ‘suitable person’ requirements of EYFS (2017) and Ofsted.
* The needs of the children are paramount. Students will not be admitted in  numbers which hinder the work and running of the Pre‐School
* Any information gained by the students/volunteers about the children, families or other adults  in the Pre‐School must remain confidential.
* Students/volunteers should not be left alone/unsupervised at anytime.
* Mobile telephones are to be left in the secure office during session times.
* Students must be confirmed by their tutor as being engaged in bona fide work experience  or childcare course, which provides necessary background understanding of children's development and activities.
* Students have a duty to inform their Mentor of their course work and college expectations of students, and how they can help to transfer their theory into practise. There will be a close liaison between college tutors, students and the Mentor.

Reviewed – 01/01/2024

Paige Merrick – Manager Kerry Abbott – Deputy Ben Pearce – Chair