




2.2 Student Placements Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Reviews and Approvals

Policy adopted:	21 November 2012 by Windmill Under 5s Management Committee	
It was last reviewed:	19 March 2021	
It will be reviewed:	Spring Term (February) 2022	
Signed & dated:	 11/6/21	Natasha Kann – Chairperson on behalf of the Management Committee

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

Windmill Under 5s Preschool recognises that qualifications and training make an important contribution to the quality of the care and education we provide. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training. We, from time to time, also offer placements to school pupils on work experience.

Windmills aims 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.
- We require students 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 Windmills 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 Windmills on a short term basis are not counted in our staffing ratios.
- Trainee staff and students on long term placements (undertaking a level 3 qualification), volunteers (over the age of 17) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if they are deemed suitably qualified, experienced, competent and responsible.
- 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 and Access to Records Policy, and to read through all of our current policies.
- 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 Windmills is managed, how our sessions are organised and our basic policies and procedures.
- Training overview on child protection and safeguarding will also be given, and we will ensure they have read our Safeguarding and Child Protection Policy as well as Children's Rights and Entitlements Policy.
- 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 Windmills.
- 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.