

Employment - Student/Volunteer placements

Safeguarding and Welfare Requirement: Suitable People

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

EYFS key themes and commitments

EYFS key themes and commitments

The Themes and Principles describe the features of our practice on which the Early Years Foundation Stage is based. They emphasise that the child is of first importance and that all relationships, experiences and the environment together influence how the child will develop, plan and learn. http://www.foundationyears.org.uk/files/2011/10/EYFS_Principles1.pdf.

A Unique Child – 1.3 Keeping safe

Positive Relationships – 2.2 Parents as parents

Enabling environments – 3.4 The wider context

Policy Statement

This setting 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. 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 that provide examples of quality practice in early years care and education.

Procedures

- An enhanced Disclosure and Barring check (DBS) is carried out for all new staff and regular volunteers. No member of staff or volunteer is left alone with children, nor are they allowed to undertake toileting duties, unless Preschool is in receipt of their Enhanced Criminal Record Certificate. A record of DBS Disclosures is displayed in the office.
- All staff, volunteers and students MUST declare any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.
- Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) may be included if the provider is satisfied that they are competent and responsible.
- Ofsted must be notified if there is a change of provider or person with direct responsibility for early year's provisions.
- Staff/adults/students directly working with children must not be under the influence of alcohol or any other substance which may affect their ability to care for children. (Refer to 'No Smoking, Alcohol and Drugs Policy')

- We require schools placing students under the age of 17 years with the setting to vouch for their good character. We require a written reference from the school.
- 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 our setting on a short term basis are not counted in our staffing ratios.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to sign to say they understand and will abide by the settings confidentiality policy. Any information gained by the students/volunteers about the children, families or other adults in pre-school must remain confidential in line with the Confidentiality and Data Protection Policies and Procedures.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study. Our Team Leader act as a mentor to the students, as and when required to enable them to meet the requirements of their course studies.
- Students /volunteers required to conduct child studies will need to obtain written permission from the parents of the child to be studied.
- 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 along with our policies and procedures.
- 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.
- Emergency telephone numbers and home address are held for each student/volunteer.

Legislation and Key Guidance:

- **Children Act 1989 and 2004**
- **Data Protection Act 1998**
- **Practice Guidance for the Early Years Foundation Stage**
- **Health and Safety Guidelines www.hse.gov.uk**