



Eldene Pre-School & Toddlers

08 Staff, volunteers and students' procedures

08.4 Student placement

Qualifications and training make an important contribution to the quality of care and education at Eldene Pre-School and Toddlers. As part of our commitment, we may offer placements to students undertaking relevant qualifications/training. We aim to provide students experiences that will contribute to the successful completion of their studies and provide examples of quality practice in early years care and education.

- The setting manager ensures that students meet the 'suitable person' requirements.
- The setting manager discusses the aim of the placement with the student's tutor prior to the placement commencing. The expectations of both parties are agreed at this point.
- The good character of students under 17 years old is vouched for by the establishment that places them, the setting manager must be satisfied that all relevant checks have been made.
- Students do not have unsupervised access to children.
- Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, if the provider is satisfied that they are competent and responsible and if they hold a valid and current PFA qualification.
- Public liability and employer's liability insurance is in place that covers students and voluntary helpers.
- Students are aware of confidentiality.
- Student induction includes how the setting and sessions are managed, and policies and procedures, in particular safeguarding, confidentiality and health and safety.
- Appropriate members of staff co-operate with students' tutors to assist them in fulfilling the requirements of their course of study.
- The setting communicates a positive message to students about the value of qualifications and training.
- The needs of the children and their families remain paramount at all times and students are only admitted in numbers that do not hinder the work of the setting.
- The setting manager ensures that students and trainees on placement are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

This policy was adopted at a meeting with Eldene Pre-School and Toddlers Committee and Management
Held on 10th October 2025. Annual review is due October 2026.

Signed on behalf of Eldene Pre-School and Toddlers.

~~D. Tipping~~ Dayna Tipping- Chair at Eldene Pre-School and Toddlers

~~A. Cummins~~ Anna Cummins – Vice chair at Eldene Pre-School and Toddlers

~~N. Timbrell~~ Nicola Timbrell – Manager at Eldene Pre-School and Toddlers