

Safeguarding and Welfare Requirement: Suitable People

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

Hollytree Community Pre-school – Policies and Procedures

2.2 Student placements

Policy statement

At Hollytree Pre-school we recognise 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 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 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 with barred list check(s).
- We require students in our setting 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 us to vouch for their good character. Our managers must be satisfied that all relevant checks have been made.
- We supervise students 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.
- 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 managers are satisfied that they are competent and responsible and if they hold a valid and current PFA qualification.
- We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.
- We require students to keep to our Confidentiality and Client Access to Records Policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students with an induction on how our setting is managed, how our sessions are organised and our policies and procedures, in particular safeguarding, confidentiality and 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.
- 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.
- Students are made aware of our complaints procedure and who they should make a complaint to.
- Students are aware of our whistleblowing procedure and how to raise any concerns they may have.

This policy was adopted by

Hollytree Community Pre-school

Last review

August 2025

Date of next review

August 2026

Signed on behalf of the provider

J Goldspink

Name of signatory

Jo Goldspink

Role of signatory

Joint Manager