



Suitable person

2.3 Student placements: policy and procedures

Policy statement

As part of our commitment to quality at our nursery and across the early years sector 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 activities for students on placement that contribute to the successful completion of their studies and that provide examples of high quality practice in early years care and education.

Procedures

- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students under the age of 17 to vouch for their good character.
- We supervise students at all times and do not allow them to have unaccompanied 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.
- Trainee staff employed by the setting may be included in the ratios if they are deemed competent and if they hold a current paediatric first aid qualification.
- We take out employers' liability insurance and public liability insurance which cover both trainees and volunteer helpers.
- We require students to adhere to our confidentiality policy.
- We co-operate with students' tutors in order to help students fulfil the requirements of their studies.
- At the first session of the placement we provide students with a short induction on how our setting is managed, how our sessions are organised and our key policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of our 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 young children's development and activities.

This policy was updated and reviewed on:

Reviewed date	Name	Signature
September 2025	Rachel Holmes	