

**Student Placement Policy**

Happy Hens Childcare recognises that qualifications and training make an important contribution to the quality of 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 an environment in which students on placement will, under the guidance of a skilled staff team, experience examples of quality practice.

Happy Hens Childcare has employers' liability insurance and public liability insurance, which covers both students and voluntary helpers. We expect all students to visit the nursery for an interview, followed by their student induction and nursery tour.

Our policy for those on placements is as follows:

• 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).

• All students are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the Setting

• Students in Happy Hens Childcare to have a sufficient understanding and use of English to contribute to the well-being of children in our care.

• Schools, colleges or universities placing students under the age of 17 years with our Setting to vouch for their good character.

 • All students under the age of 17 years to be supervised at all times and do not allow them to have unsupervised access to children.

• Students will be supervised at all times by the member of staff assigned to them and will not be left alone with the children. They will only change nappies under supervision

• Students undertaking qualification courses who are placed in our Setting are not counted in our staffing ratios.

 • Students will be supported to understand Settings policies and procedures

 • We require students to keep to our confidentiality policy

• It is expected that during the student’s placement, their tutor will visit the Setting or have verbal communication with the Student Co-ordinator to receive feedback about the student’s progress

• Students will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance. Staff will respect individual students’ needs and abilities

• An accurate evaluation of ability and performance for both students and training providers will be provided and the nursery will support students who are experiencing difficulties with action plans if needed

 • To maintain parent partnerships, parents will be informed when students are present in the Setting.

• All students on placement must adhere to the same codes of conduct as permanent staff including time-keeping and dress codes

• All students are encouraged to contribute fully to the nursery routine and to spend some time in every area.