



Woodpeckers Pre-School

STUDENT PLACEMENT POLICY

Woodpeckers Pre-School 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 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.

- The needs of the children are paramount. Students will not be admitted in numbers that hinder the work of the Pre-school.
- All students are required to attend a short interview with the Supervisor. Students will be asked if there is any reason why they are unsuitable to work with young child.
- Following the interview, the Supervisor should complete a Risk Assessment for Work Experience Student Form before confirming that the Pre-School is happy to offer the student a placement.
- If students are offered a work placement, they will be asked to read and sign a copy of the following:

Student's Job Description/Code of Conduct Form
Student's Registration Forms
Child Protection Statement and Procedures
Allegations against a Member of Staff and Volunteer Policies
Confidentiality Policy
Mobile and Smart Technology Policy
Social Media Policy
Acceptable Use Agreements
Images Policy
Health and Safety Policy
Behaviour management policy

If a student is under the age of 18 years, we also require the parent's signature to confirm that their child has read and understood their role in the setting.

- We require students on qualification courses to meet the 'suitable people' requirements of Ofsted and have enhanced DBS check carried out.
- We require schools placing students under the age of 18 years with the setting to vouch for their good character.
- 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 staffing ratios.
- Trainee staff (over the age of 18) employed by the setting may be included in the ratios if they are deemed competent.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students at the first session of placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We aim to communicate a positive message to students about the value of qualifications and training.
- We ensure that trainees and students placed with us engage in bona fide early years training which provides the necessary background understanding of children's development and activities.
- Students required to conduct child studies will obtain written permission from the parents of the child to be studied.
- Students must show commitment to learning whilst at Woodpeckers. We have the right to withdraw any student from the Pre-School at any time.

We also refer to KCC Children's Safeguarding Unit's 'Best Practice Guidelines for Children and Young People Visiting Early Years Settings' January 2019

This policy was adopted on 1st September 2009 and reviewed on 08th August and will be reviewed annually.

Signed 
 Steven White (Chairperson)
Trustee of Woodpeckers Preschool CIO
26th August 2025

