

Rainbow Early Years

Student placement policy

Statement of intent

Rainbow Early Years (REY) recognises that qualifications and training make an important contribution to the quality of the care and education provided by Early Years groups. As part of our commitment to quality, we offer placements to students at Secondary Schools, College or University, undertaking early years' qualifications and training.

Aim

We aim to provide for students on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

Methods

- We require students to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students under the age of 18 years with REY to vouch for their good character.
- Parents will be asked to sign consent forms if the student is under 18 years of age for e.g. accompanying the group on outings by coach.
- We supervise students at all times and do not allow them to have unsupervised access to children.
- Students who are placed in REY on a short-term basis are not counted in our adult ratios. Students who are placed for longer periods, for example, a year (and are over the age of 18), may be counted in our adult ratios, providing the Manager considers the student to be competent. This also includes apprentices.

- 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 require students to sign our confidentiality agreement and are given a copy of the confidentiality policy within their welcome pack on their first day of placement with us, alongside other relevant policies.
- On their first day of placement we provide students with a short induction on how REY is run, how our sessions are organised and our policies and procedures.
- 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 REY.
- We ensure that 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 will take their lunch break with the staff in our meeting room, and confidential conversations overheard must remain so and this information should not be shared with friends or family members.
- Students will have half an hour for lunch break and can either stay on the premises or return home within in the time given. If students are under 18 years of age they are entitled to one hour lunch break and they are given a choice of half or one hour by the Manager.
- All of the REY policies are available to the students and copies can be obtained by asking the Office Administrator.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2005

Date of review: August 2017 by the Manager.

Reviewed: 14-8-18

Reviewed: 30-8-19

Reviewed: 4-8-20