



## **Ditton Church Pre-School**



### **Student, Work Placement and School Work Experience Policy**

Ditton Church Pre-School recognises that the quality and variety of work that takes place in a Pre-School makes it an ideal environment for students on placements.

We aim to provide our students with experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

- We require students and those seeking work placements who commit to attending Pre-School for a minimum of one day a week for six months or more, to apply for an Enhanced DBS Certificate. Pre-School will contribute to 50% of the cost of the application which will be paid after three months of regular attendance.
- We require long term students and those on a regular work placement to meet the 'suitable person' requirements of Ofsted. This is confirmed by the student being issued with a DBS certificate confirming their suitability. (see also Recruitment and Staff employment policy and Statutory Framework for the EYFS Section 3.9 - 3.20 for further guidance)
- We require schools placing students under the age of 17 years with the setting for work experience purposes to provide a suitable reference. In this case, they would not require a DBS certificate.
- We supervise students/work placements at all times and do not allow them to have unsupervised access to children
- We require that students/work placements inform the Pre-School Manager if they are related or friends with any of the children or adults at Pre-School
- Students/work placements who are placed in our setting on a short term basis are not counted in our staffing ratios
- All training must be agreed by the Pre-School Manager and Management Committee
- If there are existing staff undertaking training, work placements cannot commence their training until the existing staff's training is complete, unless previously agreed by the Pre-School Manager and Management Committee
- All trainees are covered by our liability insurance and public liability insurance



- We require students/work placements to keep to our confidentiality policy. They will be given a copy of the confidentiality policy and they will be required to sign as confirmation that they have read and understood the policy. This includes matters relating to Pre-School on a day to day basis i.e. staff or children not being discussed outside of Pre-School
- We co-operate with student/work placement tutors in order to help students to fulfil the requirements of their course of study
- Work placement students who are undertaking training are required to have a named mentor
- Although a student/work placement may be training at the Pre-School, it may not lead to a permanent position at the end of their training
- Students/work placements must agree sessions and times with the manager and must notify the Pre-School of absence
- We provide students/work placements, at the first session of their placement, with a short induction on how our Pre-School is managed, how our sessions are organised and explain our key policies and procedures. They will then be required to read the other relevant policies and procedures in their own time
- Students/work placements are not required to wear Pre-School uniform. However, they will be required to wear a 'student badge' as identification for the parents and to dress appropriately.
- We communicate a positive message to students/work placements about the value of qualifications and training
- We make the needs of the children paramount by not admitting students/work placements in numbers that hinder the essential work of the Pre-School
- Settling of upset children must be left to the child's Key Person or Buddy
- In respect of work placements, 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
- Student/work placements can be terminated at any time

**This policy was adopted by the:**

Ditton Church Pre-School Management Committee

**Date:**

June 2025

**Signed on behalf of the Management Committee:**

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**Role of signatory:**

Chair of Management Committee

**Next review date:**

June 2026