# Student Placement Policy

## Statement of Intent

This Pre-school recognizes 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 recognized early years’ qualifications and training.

## Aim

For students on placement with us, we aim to provide 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 17 years with the Pre-school to vouch for their good character.
* We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
* Students who are placed in our Pre-school on a short term basis are not counted in our [staffing ratios](http://step-by-step.org.uk/staffing#ratios). Students who are placed for longer periods — for example, a year — may be counted in our staffing ratios provided we consider them to be competent.
* We require students to keep to our [Confidentiality Policy](http://step-by-step.org.uk/confidentiality).
* We cooperate with students’ tutors in order to help students to fulfill the requirements of their course of study.
* We provide students, at the first session of their placement, with a short induction on how our Preschool is managed, how our sessions are organised and our [policies and procedures](http://step-by-step.org.uk/policies).
* 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 which hinder the essential work of the Pre-school.
* 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.

This policy was adopted by West Wycombe Pre-school in October 2013. Policies are updated when necessary and reviewed on a yearly basis.

Reviewed and amended June 2025