

## **General Welfare Requirement: Suitable People**

Glebe House School Early Years Staff must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

## **Employment**

### **2.3 Student placements**

#### **Policy Statement**

Glebe House School Trust 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 for 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.

#### **EYFS key themes and commitments**

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
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#### **Procedures**

- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out.
- We require students in our setting to have sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require colleges and schools placing students within the setting to vouch for their good character, and supply two character references
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children, or carry children.
- Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.

- Trainee staff/students over the age of 17 years employed by the setting may be included in the ratios if they are deemed competent and responsible, provided they are suitable and have an enhanced criminal records check and been through our safer recruitment process.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.
- 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 their placement, with a short induction on how our setting is managed, health and safety requirements and how our sessions are organised and our policies and procedures, including safeguarding guidance 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 the setting.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.
- All college and school tutors are made aware that although we welcome students our priority lays with our pupils, so students must be independent and confident to cope with basic decision making, and will be on a probationary period in case they are not safe or suitable to work with children of this age.
- All students are required to supply two references and take part in our Induction Process and provide DBS if old enough to gain one.

This policy was adopted at a meeting of	<u>Glebe House Trust Nurseries</u>	name of setting
Held on	<u>June 2021</u>	(date)
Date to be reviewed	<u>June 2022</u>	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<u>Susie Pull</u>	
Role of signatory (e.g. chair/owner)	<u>Area Manager Glebe Trust Nurseries</u>	