**STUDENT PLACEMENTS**

Busy Bees recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

Busy Bees aims to provide students on placements experience that contribute to the successful completion of their studies and provide them with examples of good practice in early years care and education.

**Procedures**

* We require students on qualification courses to meet the “suitable people” requirement of Ofsted and have CRB checks carried out.
* Schools placing students under the age of 17 with the setting will be expected to vouch for their good character.
* We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
* We supervise students at all times and do not let them have unsupervised access to children.
* Students are not included in staffing ratios.
* We take out employer’s liability insurance and public liability insurance which covers both trainees and voluntary helpers.
* We expect all students to conform to our Confidentiality and Client Access to Records Policy.
* We will always communicate a positive message to students about the value of qualifications and training.
* We co-operate with student’s tutors in order to help students to fulfil the requirements of their course of study.
* We ensure that when students join they receive a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
* The needs of the children are paramount and we do not admit 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.

This policy was adopted at a meeting of Busy Bees Pre-school Committee on 2 May 2014.

Reviewed: 2 September 2019

Signed on behalf on Busy Bees Pre-school Sally Evans (Chair)