



Martlesham Playschool, At Gorseland School, Deben Avenue,
 Martlesham, IP5 3QR
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 Kesgrave, IP5 2EN
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PLEASE DO NOT REMOVE

STUDENT PLACEMENT POLICY

We recognise 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 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.

Students are welcomed into the playschool on the following conditions:

- We require students to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students under the age of 17 years with the setting 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
- 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
- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the playschool.
- Students required to conduct child studies should obtain the written permission of the parents of the child to be studied.
- 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, how our sessions are organised and our policies and procedures
- Any information gained by the students about the children or other adults in the playschool must remain confidential.
- Unless registered as fit persons, students will not have unrestricted access to children.
- On the students first day we will ask them to complete an emergency contact form which will then be kept in the Student File in the filing cabinet.

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| This policy was adopted at a meeting of | Martlesham & Kesgrave Playschools | |
| Held on (date) | | |
| Signed on behalf of the Management Committee | | |
| Role of signatory (e.g. chairperson etc.) | | |
| This policy was reviewed on | | (date) |