



## **Safeguarding Children: Student or Volunteer Placements**

### **Policy Statement**

Village Montessori Nursery School 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 offer a range of qualification placements from school pupils on work experience to university teaching degree.

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.

### **Procedure or Protocol:**

- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out before start of placement
- We supervise students under the age of 17 years at all times and ensure that they are always with another member of staff where children are.
- Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting may be included in the ratios if they are deemed competent.
- 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, how our sessions are organised and our policies 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.

**Student guidelines: Role of students**

- Be an appropriate role model for children at all times.
- Meeting children’s needs to the best of their ability.
- Work closely with the team by sharing work, e.g. domestic duties throughout the day, asking for help and advice where necessary.
- Practice confidentiality by not sharing and bringing any information from the setting to any third party
- Use children’s initial for any observation
- Wear clothing which is comfortable and appropriate and practical for working with the children
- Report to a member of staff any incidents and accidents that happen during the session
- Attending a fire drill practice during induction week
- Be a good time keeper, always arrive on time and report any absence promptly to the nursery manager at 07825 209 124, or email:village.montessori@yahoo.co.uk

This policy was adopted and practiced at	<b>Village Montessori Nursery School Ltd</b>
Effective date	July 2021
Review date	July 2022
Name of the manager who prepared	Mrs Kwai Fong Purchase
Read and acknowledge by member of staff	Cristina (Deputy), Vicky, Svitlana (Room Leader), Magdalena

**Useful link:**

<http://eyalliance.org.uk>

