



## Student placements

At Stretton Pre-School we recognise that qualifications and training make an important contribution to the quality of the care and education we provide. 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 when practical.

### Data Protection

In the implementation of this policy, Stretton Pre-School may process personal data and/or special category personal data collected in accordance with its GDPR and data protection policy. Data collected from the point at which this policy is invoked will only inform Stretton Pre-School for the benefit of implementing this policy. All data is held securely and accessed by, and disclosed to, individuals only for the purposes of this policy. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with Stretton Pre-School's GDPR and data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under Stretton Pre-School's disciplinary procedure.

### Procedures

- We require students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s).
- 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 require schools, colleges or universities placing students under the age of 17 years with us 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 undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff and students over the age of 17 may be included in the ratios if they are deemed competent and responsible.
- We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.

- We **r**equire students to keep to our Confidentiality and Client Access to Records Policy.
- We **c**o-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We **p**rovide students, with a comprehensive induction, at the first session of their placement, including how **o**ur setting is managed, how our sessions are organised and our policies and procedures.
- We **c**ommunicate a positive message to students about the value of qualifications and training.
- We **m**ake the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- We **e**nsure 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.
- We **s**tore and retain personal information about students, such as their contact details and health, **s**ecurely during their placement and then in accordance with our retention of records rules.

This policy was adopted by

Stretton Pre-School

On

01 November 2022

Date to be reviewed

Annually

Signed on behalf of the provider

*E. Greenfield*

Name of signatory

Emily Greenfield

Role of signatory

Chair person