



Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that adults looking after children are suitable to fulfil the requirements of their roles.

2.2 Student Placements

Policy statement

Impact Montessori recognises that qualifications, training and practical experience make an important contribution to the quality of the care and education we provide. As part of our commitment to maintaining high standards, we offer placements to students undertaking early years qualifications and training. We may also offer placements to school pupils undertaking work experience.

We aim to provide students and work-experience pupils with meaningful experiences that contribute to the successful completion of their studies and provide opportunities to observe and participate in high-quality early years practice. The safety, welfare, learning and development of the children remain our priority at all times.

Procedures

- We assess the suitability of every student or work-experience placement before it begins. This includes considering the student's age, role, level of study, experience and the nature and duration of the placement.
- Students undertaking early years qualifications who are working directly with children must meet the relevant suitability and safeguarding requirements applicable to their role. Where the role is eligible for an Enhanced DBS check with Children's Barred List information, the appropriate check will be obtained before the student undertakes regulated activity with children. DBS requirements will be determined according to the student's actual role and activities.
- Students and work-experience pupils must provide appropriate identification and any information reasonably required by the setting to establish their suitability for the placement.
- Students must have sufficient understanding and use of spoken and written English to communicate effectively with children, parents/carers and staff and to contribute to the well-being and safeguarding of children in our care.
- Where a student is under 18, we will obtain appropriate information from the school, college, university or training provider regarding the student's suitability for the placement, including any relevant safeguarding information.
- Students and work-experience pupils under the age of 17 will not be left unsupervised with children and will not be included in the statutory staff:child ratios. Apprentices aged 16 or over are an exception to the age restriction on inclusion in ratios, subject to the applicable EYFS requirements.
- Students undertaking short-term placements will not normally be included in the statutory staff:child ratios unless they meet the specific EYFS requirements for inclusion in ratios.
- Any student or apprentice who is included in the statutory staff:child ratios must meet all applicable qualification, English language, Paediatric First Aid and other EYFS requirements. Where required, a valid Paediatric First Aid qualification must be held for the individual to be counted in the ratios.

- Students under 17 will not be left in sole charge of children or given unsupervised responsibility for children.
- We maintain appropriate employers' liability and public liability insurance that covers students and voluntary helpers undertaking placements with us.
- Students must comply with all relevant Impact Montessori policies and procedures, including our safeguarding, confidentiality, data protection, health and safety, behaviour management and access-to-records procedures.
- Students will be given an induction at the beginning of their placement. The induction will include information about:
 - o safeguarding and child protection;
 - o confidentiality and data protection;
 - o health and safety;
 - o emergency procedures;
 - o infection prevention and hygiene;
 - o the organisation and routines of the setting;
 - o expected standards of behaviour and professional conduct;
 - o the student's role, responsibilities and supervision arrangements.
- Students will not be given access to confidential information about children or families unless this is necessary for their placement and is authorised by the manager. Information will be shared on a need-to-know basis.
- Students will be appropriately supervised throughout their placement. The level of supervision will reflect their age, experience, competence, qualification and the activities they are undertaking.
- Students will not undertake tasks for which they have not been trained, assessed as competent or appropriately supervised.
- We cooperate with students' tutors, assessors, schools, colleges and universities, where appropriate, to support students in fulfilling the requirements of their course or placement.
- We provide students with opportunities to observe good practice and, where appropriate, to participate in activities under the supervision of suitably qualified and experienced staff.
- We communicate a positive message to students about the value of qualifications, professional development and continuing training in early years practice.
- The needs, safety and welfare of the children are paramount. We will not accept students or work-experience pupils in numbers that could adversely affect the quality of care, education, supervision or the effective operation of the setting.
- We ensure that students undertaking early years qualifications are engaged in genuine, recognised education, training or work-based learning that provides appropriate knowledge and understanding of children's development, learning and care.
- The manager will monitor each student's progress and suitability throughout the placement. Any concerns relating to conduct, safeguarding, competence, attendance, confidentiality or suitability will be discussed with the student's placement provider and appropriate action will be taken.
- A placement may be ended immediately where there are safeguarding or suitability concerns, or where continuing the placement would place children, staff or the student at risk.
- Records relating to student placements will be maintained in accordance with our record-keeping, confidentiality and data protection procedures.

This policy was adopted by: Impact Montessori

On: _____

Date to be reviewed: _____

Signed on behalf of the provider: _____

Name of signatory: _____

Role of signatory: _____