



Registered Charity # 1203754

Student Placement Policy

Introduction

Houghton and Wyton Pre-school is committed to supporting the professional development of future early years practitioners. We offer student placements to those studying for recognised qualifications in childcare and education, while prioritising the safety, well-being, and learning of all children in our care.

Aim

To provide a safe and supportive environment for students on placement, ensuring their involvement is meaningful, professional, and appropriate to their experience.

Objectives

We will:

- Support high-quality student learning and reflective practice
- Ensure students are appropriately supervised and vetted
- Maintain the safety, confidentiality, and safeguarding of all children
- Clarify roles, expectations, and professional boundaries

Roles and Responsibilities

- **Manager:** Coordinates placements, supervises student arrangements, and communicates with colleges/tutors
- **Tutor/Training Provider:** Ensures students meet placement expectations and supports their assessment needs
- **Supervising Staff Member:** Acts as a mentor and oversees day-to-day support and observation opportunities
- **Students:** Expected to follow all policies, behave professionally, and reflect on feedback

Implementation Procedures

1. Eligibility and Suitability

- Placements are offered to students aged 17 or over (unless part of a structured, supervised programme)
- All students must:
 - Complete a DBS check (if over 16 and on placement more than once per week)
 - Attend a pre-placement meeting with the Manager
 - Provide proof of enrolment and placement agreement from their tutor/provider

2. Induction and Expectations

- Students must complete an induction covering:
 - Safeguarding and Child Protection
 - Health and Safety procedures
 - Whistleblowing and confidentiality
 - Code of Conduct
- Students are required to read and sign relevant policies and complete a placement agreement

3. Supervision and Practice

- Students:
 - Are always supervised by a qualified staff member
 - Are never left unsupervised with children
 - May observe or engage with children in line with their qualification level and training plan
- Students are not counted in ratio unless:
 - They are over 17



- They are on a Level 3 qualification
- The Manager deems them competent and suitable
- The Manager or Key Person must remain aware of each student's current responsibilities

4. Observation and Participation

- Students may observe and reflect on children's play and learning
- Any written observations:
 - Must be anonymised or pseudonymised when used in coursework
 - Must be approved by a supervisor before submission
- Permission is sought from parents/carers via the registration process

5. Tutor and College Links

- Tutors are welcome to visit the setting, by prior arrangement, to observe or meet with students
- Feedback from tutors is welcomed and used to support practice improvement
- Tutors are expected to adhere to safeguarding and supervision guidelines while on site

6. Confidentiality and Conduct

- Students must:
 - Keep all information about children, families, and staff strictly confidential
 - Not discuss placement experience on social media or outside the setting
 - Follow the setting's expectations around appearance, professionalism, and punctuality

7. Insurance and Placement Agreement

- The pre-school has public liability insurance that covers student placements
- A formal agreement will be signed by the student, their tutor, and the Manager prior to placement

Monitoring and Review

This policy is reviewed annually by the Manager and Board of Trustees or earlier if placement practice or legal requirements change.

Legislation and Guidance

- Statutory Framework for the EYFS (2023)
- Keeping Children Safe in Education (2023)
- Children Act 1989 & 2004
- Equality Act 2010
- Data Protection Act 2018

Acknowledgment

All students and their tutors must read and understand this policy before beginning a placement. By doing so, they agree to uphold the safeguarding, professional, and confidentiality standards expected by Houghton and Wyton Pre-school.