

Little Thinkers Pre-school and Nursery



Student placements and volunteers

Policy statement

At Little Thinkers 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, and people wishing to volunteer to gain experience in childcare. We also offer placements for school pupils on work experience.

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. Volunteers are given opportunities to work alongside experienced staff and shadow them to understand the role of a nursery nurse.

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). Volunteers also have to hold a valid DBS and complete a Nursery application form/ health declaration and provide us with two references.
- We provide a student/volunteer handbook for short term placements to ensure they are aware of the safeguarding, fire and confidentiality procedures in the setting.
- 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 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 require students/volunteers to keep to our Confidentiality and Client Access to Records Policy.
- We will co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We'll provide students/volunteers, 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. They are allocated a mentor who will support them in the Nursery and give feedback to tutors where required.
- We communicate a positive message to students/volunteers about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students/volunteers 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.

This policy was adopted by

Little Thinkers Pre-school and
Nursery

On

June 2025

Date to be reviewed - annually

June 2026

Signed on behalf of the provider

S. Nickerson

Name of signatory

Sonia Nickerson

Role of signatory

Trustee