



01	First Steps childcare recognises that qualifications and training make an important contribution to the quality of care and education provided by the early years setting.
02	As part of our commitment to quality we offer placements to students undertaking and early years qualification.
03	We also offer placements to students from local schools on work experience. We aim to provide students with experiences that contribute to the successful completion of their studies by demonstrating examples of quality practice in our setting. We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have a DBS check.
04	• Students from local schools under the age of 17 years will need someone from the school to vouch for the good character. • Students under the age of 17 years will be supervised at all times and cannot have unsupervised access to children. • Students undertaking qualifications who are placed in our setting on a short term basis are NOT counted in our staffing ratios. • If trainee staff employed in the setting are deemed competent, they may be included in ratios, if working towards Level 2 and above and have completed paediatric first aid training. • We have liability insurance and public liability insurance which covers both trainees and voluntary helpers. • All students must abide by our Confidentiality Policy. • We liaise with student's tutors to help students fulfil the requirements of their course of study. • We provide students with a short induction at their first placement on how the setting is managed, how our setting is organised and our policies and procedures. • We communicate a positive message to students about the value of qualifications and training. • The needs of the children in our care is paramount so we therefore do not admit students in numbers which may hinder the essential work of the setting.
05	Dress code for students/expectations • Students must dress smartly and wear plain black trousers and wear one of First Steps Childcares polo shirts, which we will provide if applicable. These should be handed back after the placement cleaned. • Shoes must be black and sensible, not high heels and appropriate footwear for outdoors i.e. wellingtons or walking boots. • A watch, if smart watch this must be deactivated from your mobile telephone, stud ear-rings may be worn but no dangly jewellery except our necklaces. • Large tattoos must be covered. • Hair should be clean and neat and tied back if long. • Students should observe staff, ask relevant questions about our practice and engage with the children whenever possible. • Students should sit with children at meal times and reinforce independence and manners whilst eating. • Students will be expected to help staff tidy up and clean the rooms.

STUDENT PLACEMENT POLICY

	• Students should communicate to the Room Leaders/Manager what specific area they are covering at college and share their work with them. This will give opportunities for a two-way conversation about the job/course and help them fulfil their potential. • Health and Safety systems that operate within the Nursery should be adhered to at all times.
06	Confidentiality must be adhered too. If a student is unsure they must ask. • Feedback is welcomed when the placement is complete so that we can make sure the support we offer is successful and if any areas can be improved upon

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