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**Student Placement Policy**

**Policy Statement**

Zelda School recognises that qualifications and training make an important contribution to the quality of the care and education provided by schools and early years settings. As part of our commitment to quality, we offer placements to students undertaking early years and teacher training qualifications. 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.

**Procedures**

* We require students on qualification courses to meet the 'suitable person' requirements and have DBS (Disclosure and Barring Service) checks carried out, either by ourselves or by the college.
* We require schools placing students under the age of 17 years with Zelda School 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 school on a short term basis are not counted in our staffing ratios.
* Trainee staff employed by the school may be included in the ratios if they are deemed competent and all suitable person checks have been completed.
* We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
* We require students to keep to our confidentiality policy and expect students to read through and follow the policies of the school.
* We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
* We provide students, at the first session of their placement, with a short induction on how our school is managed, how our sessions are organised and our policies and procedures, including, but not limited to; emergency procedures, health and safety, equality and diversity, safeguarding, behaviour and staff policy.
* We communicate a positive message to students and staff about the value of qualifications and training.
* We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the school.
* We ensure that trainees and students placed with us are engaged in bona fide training and courses, which provides the necessary background understanding of children's development and activities.

**Policy Agreed by Directors on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed:**

**Review on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**