



Students, Work Experience Pupils and Volunteers Policy

Bierton Pre School recognises that qualifications and training make an important contribution to the quality of care and education we provide. As part of our commitment to quality we do consider offering placements to students undertaking early years qualifications and training and placements for school pupils on work experience.

- We require students on qualification courses to meet the 'suitable people' requirements of Ofsted and have checks carried out via the DBS.
- Students in our setting must have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- Schools placing students under the age of 17 years with the setting must vouch for their good character.
- Students under 17 years are supervised at all times.
- Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staff ratios.
- Trainee staff employed by the setting, students or volunteers over the age of 17 may be included in the ratios if they are deemed competent and responsible by the pre school Manager.
- Our employers' liability insurance covers both trainees and voluntary helpers.
- We require everyone to adhere to our Confidentiality policy.
- We co-operate with students' tutors in order to help students fulfil the requirements of their course of study.
- All trainees, students and volunteers will undertake Bierton Pre School's induction process without exception.
- No more than two students at any one time.
- Students, volunteers and work experience pupils should be engaged in relevant early years training, or have a significant interest in the child care sector, with a view to gaining qualifications.

This policy was adopted by the Bierton Pre School Committee

Date: **2nd April 2019**

Signed:.....

Name: **SARAH HEARN**

Role of signatory: **CHAIRPERSON**

Signed, all staff: