



Student Placement Policy

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| Date | 6th April 2017 |
| Reviewed | 12th July 2019 |
| Date of next review | 12th January 2020 |

Student Placement Policy

Autism Bedfordshire recognises that qualifications and training make an important contribution to the quality of care and education. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training.

We aim to provide for students on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice within the Early Years Foundation Stage (EYFS).

In order to achieve this:

- All students who request a placement with Autism Bedfordshire will undertake a formal interview to ascertain their suitability to work with children. This will also include a short session with the children where we will observe their practice.
- Students 18 years and over who request a placement without setting will need to provide two character references.
- Schools placing students under the age of 17 years for work experience with Autism Bedfordshire will need to provide the student with a character reference.
- Student placements that have successfully completed the interview and reference process, and will be in placement for more than two weeks, will require an enhanced DBS disclosure (previously known as CRB). Autism Bedfordshire will be responsible for obtaining this.
- Students under the age of 16 years on work experience will not be allowed unsupervised access to children.
- All successful student placements will receive a full induction to the setting on their first session. This will include an overview of how the setting is managed, how sessions are organised and our policies and procedures in particular a full understanding of our safeguarding and health and safety policies.
- Student placements on a short term basis will not be counted in the staffing ratios. Student placements that are placed for longer periods, for example one year, may be counted in the staffing ratios provided we consider them competent and they are aged over 16 years.
- Autism Bedfordshire has current employer's liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- All student placements will be required to adhere to the settings confidentiality policy and to sign a confidentiality agreement.
- Autism Bedfordshire will maintain a working relationship and open communication with the student's tutor and training provider in order to help students fulfil the requirements of their course or qualification.
- If a problem or incident occurs between the student placement, setting, tutor or training provider all parties will engage in open discussions in order to amicably resolve the issue.
- Autism Bedfordshire will communicate a positive message to students about the value of qualifications and training.
- The children's needs are paramount and as such the setting will not admit students in numbers which would hinder the essential work of the setting.

- The setting will ensure that students are engaged in bona fide early years training or qualifications that provide the necessary background understanding of children's needs, development, safeguarding and the EYFS.