

Safeguarding and Welfare Requirement: Suitable People



Student placements

Policy statement

Ready Steady Grow Pre-School recognises that high-quality early years training supports the future workforce and enhances sector standards. We therefore welcome students on:

- Early years qualification placements
- Apprenticeships
- School work experience placements
- University observational visits

Our priority is always the safety, welfare and learning of the children. Student placements are structured to:

- Provide meaningful and supervised learning opportunities
- Demonstrate high-quality early years practice
- Support students in meeting placement and qualification requirements

We only accept students when their presence enhances—not disrupts—the provision for children.

Safeguarding & Suitability Requirements

DBS Checks

- Students aged 16 or over on long-term or qualification placements must hold a clear Enhanced DBS check with Barred List check before placement begins.
- Students on one-day school work experience (aged under 16) are treated as *supervised visitors* and must not have unsupervised access to children.
- Schools/colleges placing students under age 17 must provide written confirmation of:
 - the student's good character,
 - that the student is safe to work with children, and
 - that required safeguarding checks have been completed by the school/college.

Under-17 Students

- Always fully supervised and never included in ratios.
- Never permitted to assist with intimate care (e.g., toileting).
- Never left alone with children or asked to manage behaviour.

Apprentices

- Apprentices aged 16+ may be counted in ratios only when the Manager is satisfied they are competent and responsible.

- Apprentices still must not be left alone with children until assessed as suitable and competent.

Ongoing suitability

All students must:

- Report any change that may affect suitability.
- Adhere to the setting's safeguarding expectations at all times.
- Understand that safeguarding concerns must be reported to the DSL immediately.

Language Requirement

Students must have sufficient English skills, as required by EYFS, to:

- Understand instructions
- Communicate with staff
- Support children safely
- Understand safeguarding responsibilities

Placement Agreements with Educational Institutions

We ensure written confirmation from the placing school/college/university that includes:

- Nature and duration of placement
- Learning outcomes required
- Safeguarding checks completed
- Insurance coverage (public liability/employer's liability)
- Emergency contact details
- A named tutor or placement officer

We work collaboratively with tutors to support students' assessment and learning needs.

Induction for Students

All students receive a structured induction on their first day, including:

- Safeguarding & Child Protection Policy
- Whistleblowing & Low-Level Concerns
- Mobile Phone & Camera Policy
- Health & Safety procedures
- Fire & emergency evacuation
- Behaviour expectations
- Daily routines and role boundaries
- Confidentiality and data protection
- Who to report concerns to (DSL)

Students must sign to confirm they understand and will follow all policies.

Supervision & Roles of Students

Supervision

- All students are supervised by a named mentor or qualified staff member.
- Under-17s must remain within sight or hearing of staff at all times.

Roles students can undertake

- Supporting children in play
- Preparing resources
- Observing teaching practice
- Assisting with routine tasks under supervision

Roles students cannot undertake

- Being left alone with children
- Managing behaviour independently
- Carrying out intimate care unless over 18 and trained
- Administering medication
- Speaking to parents on behalf of the setting
- Accessing confidential files

Ratios

- Students (under 17) cannot be counted in ratios.
- Students aged 17+ and apprentices aged 16+ may be counted only if the Manager assesses them as competent, responsible and safe.

Conduct & Professional Expectations

Students must:

- Act professionally at all times
- Follow the Pre-School's dress code
- Arrive punctually
- Respect confidentiality
- Not use personal mobile phones on the premises
- Not upload photos or information about the setting to any social media
- Follow staff instructions and safeguarding procedures

Failure to follow safeguarding procedures may result in immediate removal from the placement.

Confidentiality & Data Protection

Students must comply with:

- Confidentiality Policy
- Data Protection & GDPR Policy

Students must not:

- Access children's personal records
- Discuss children's information outside the setting

- Remove documents or photographs from the premises
- Any breach may result in immediate termination of placement.

Insurance

Our public liability and employer's liability insurance covers students and volunteers. Copies can be provided to schools/colleges on request.

Number or Students

We ensure that student numbers do not exceed what is safe and manageable. Children's needs always take priority over placement arrangements.

Ending a Placement Early

We reserve the right to terminate a placement if:

- The student breaches safeguarding procedures
- Conduct is inappropriate
- Attendance is inconsistent
- Professional expectations are not met
- The placement negatively impacts children or staff

Policy Review

This policy is reviewed annually or sooner if:

- Guidance changes
- Ofsted updates requirements
- Safeguarding concerns arise