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.

September 2026 statutory and local update

• This policy reflects the Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers in force from 1 September 2026, the Early Years Qualification Requirements and Standards effective from 1 September 2026, Working Together to Safeguard Children 2026, and Bromley Safeguarding Children Partnership (BSCP) procedures, including its safer-recruitment standards.

• Safeguarding expectations apply to every student, apprentice and work-experience visitor. Their status as a learner does not reduce the setting's responsibility to ensure suitability, safe supervision, professional conduct and prompt reporting of concerns.

Safeguarding & Suitability Requirements

DBS Checks

- • Students and apprentices must have the safeguarding and suitability checks appropriate to their role and the activity they undertake. Where the placement involves regulated activity and the individual is eligible, the appropriate enhanced DBS and Children's Barred List check will be obtained or verified before unsupervised regulated activity is permitted.
- • Short-term work-experience pupils and observational visitors are treated as supervised visitors unless their role and frequency make them eligible for additional checks. They must never have unsupervised access to children.

- • The placing school, college, university or training provider must confirm the student's identity, placement status and any safeguarding/suitability checks it has completed. Ready Steady Grow remains responsible for deciding what checks and supervision are required within this setting.
    - 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

- • Anyone aged under 17 must not be included in staff:child ratios, except an apprentice who may be included from age 16 where all current EYFS conditions are met.
- • Anyone aged under 17 must never care for children unsupervised. They will not undertake intimate/personal care unless this forms part of a specifically assessed training activity, is permitted by the setting, and is directly supervised by a suitable member of staff.
- • Under-17s must never be left alone with children or given sole responsibility for behaviour management, safeguarding decisions, medication or collection/handover.

Apprentices

- • Apprentices aged 16 or over may be counted in ratios at the level below their level of study only where the provider is satisfied that they are suitable, competent and responsible and they hold a valid and current paediatric first aid qualification, in accordance with the current EYFS.
- • Inclusion in ratios does not automatically authorise unsupervised working. The Manager must separately assess the apprentice's competence, experience, role and safeguarding suitability before any responsibility is increased.

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.

• Induction also covers the current safeguarding response to allegations about adults, whistleblowing, online safety, information sharing, Prevent duty, emergency contacts and the setting's procedures for reporting concerns to the DSL without delay.

• Students are told that safeguarding concerns must never be investigated by them. They should record and report what they have seen or heard accurately and promptly, while maintaining confidentiality.

Supervision & Roles of Students

Supervision

- All students are supervised by a named mentor or qualified staff member.
- • Anyone aged under 17 must not care for children unsupervised at any time. Supervision arrangements must be sufficiently close and active to ensure children remain safe and the student does not assume sole responsibility.

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/personal care unless specifically authorised by the Manager following a suitability, competence and safeguarding assessment, with appropriate training and supervision. Being aged 18 or over does not by itself authorise intimate care.
- Administering medication
- Speaking to parents on behalf of the setting
- Accessing confidential files

Ratios

- • Anyone aged under 17 cannot be counted in ratios, except apprentices who may be counted from age 16 where the current EYFS conditions are met.
- • Students and long-term volunteers aged 17 or over, and apprentices aged 16 or over, may be counted in ratios at the level below their level of study only if the provider is satisfied they are suitable, competent and responsible and they hold a valid and current paediatric first aid qualification.

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

• Not photograph, film, audio-record or digitally capture children on a personal device, and not enter children's personal information, images or confidential setting information into personal apps, cloud services or generative AI tools.

• Follow the setting's Online Safety, Mobile Phones and Cameras Policy, including the EYFS 2026 approach to safe and developmentally appropriate screen use.

- Follow staff instructions and safeguarding procedures

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

Safeguarding concerns or allegations about a student

• Any concern that a student or apprentice has harmed a child, may have harmed a child, may have committed an offence against or related to a child, or may pose a risk of harm will be reported immediately to the Manager/DSL and managed under the setting's allegations procedure.

• Where the allegation threshold is met, the setting will follow Bromley LADO arrangements and liaise with the placing institution. Immediate protective action will be taken where necessary; internal investigation must not compromise a police, social care or LADO process.

• Where legal referral criteria are met, the provider will make or support any required referral to the Disclosure and Barring Service. The placement ending or the student withdrawing does not remove safeguarding or referral responsibilities.

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.

• Information about a safeguarding concern will be shared lawfully with relevant professionals where necessary to protect a child. Confidentiality must not be used as a reason to delay or prevent appropriate safeguarding information sharing.

Insurance

Our insurance arrangements for students, apprentices and work-experience placements are checked before placement begins. The placing institution must provide any required evidence of its insurance, and the setting confirms that the proposed placement falls within its own policy cover.

Number of 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

• EYFS qualification or ratio requirements change
• Bromley/BSCP safeguarding or LADO procedures change