10 Staff Policy

**10.03 Student, Leaner or Young Person Policy**

Parley Community Pre-school recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. 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.

Parley Community Pre-school recognises that young people in the workplace may be at particular risk because of their

* Lack of awareness of the risks involved in the work they may be asked to do
* Possible physical and psychological immaturity
* Ignorance of risks associated with equipment and substances
* Eagerness to impress or to please
* Tendency to high spirits.

The Pre-school undertakes to comply with the Management of Health and Safety at Work (MHSW) Regulations. *Regulation 19 of MHSW states that "Every employer shall ensure that young persons employed by him are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not fully matured"*

**Procedures**

* We require students on qualification courses to meet the 'suitable people' requirements of Ofsted and have DBS checks carried out.
* We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
* We require schools placing students under the age of 17 years with the setting 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 setting on a short term basis are not counted in our staffing ratios.
* Trainee staff employed by the setting and students over the age of 17 may be included in the ratios if they are deemed competent and responsible.
* 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 and Client Access to Records Policy.
* We co-operate with students' tutors in order to help students fulfil the requirements of their course.
* We provide students, at the first session of their placement, with an induction on how our setting is managed, how our sessions are organised and our policies and procedures.
* We communicate a positive message to students 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 setting.
* We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

**Prohibitions**

Except where it is necessary for their training and where they are supervised by a competent person and where the risk will be reduced to the lowest level reasonably practicable, Students, Learners or Young Persons are prohibited from doing work which:

* Is beyond their physical capacity
* Is unsupervised
* Could expose them to toxic (poisonous, or manifesting the symptoms of severe poisoning), carcinogenic (pertaining to the ability to cause the development of a cancer), mutagenic (inducing genetic mutation), teratogenic (of, relating to, or causing malformations of an embryo or a foetus) agents, or anything which can chronically affect human health.
* Involves accident risks which cannot be recognised by Students, Learners or Young Persons
* Involve risks to health due to extreme heat or cold, noise or vibration.
* Involves the pre-school children’s personal toileting requirements

**Responsibility for Students, Learners or Young Persons**

Responsibility for mentoring Students, Learners or Young Persons will be assigned to the pre-school managers