Student Placement Policy

Academic year 2026/27 | Reviewed at least annually

Statement of Intent

At The Wendy House, we recognise that high-quality training and practical experience are important in developing skilled and knowledgeable early years practitioners.

We welcome appropriate students undertaking recognised early years qualifications and may also provide work-experience placements for school or college students.

The needs, safety and wellbeing of the children will always remain our first priority.

Placement Arrangements

Before agreeing to a placement, we will consider:

- the student's age;
- the nature and length of the placement;
- the course or programme being undertaken;
- the requirements of the school, college or training provider;
- the student's experience and individual support needs;
- the number of students already attending the setting; and
- the needs and safety of the children.

We reserve the right to limit the number of students attending at any one time where additional placements could negatively affect children's care, learning or the effective operation of the setting.

Induction

Students will receive an appropriate induction before or at the beginning of their placement.

This will include information about:

- safeguarding and child protection;
- who the Designated Safeguarding Lead and Deputy DSL are;
- what to do if they are concerned about a child;
- confidentiality;
- health and safety;
- emergency evacuation procedures;
- expected standards of behaviour and professional conduct;

- use of mobile phones, cameras and personal devices;
- whistleblowing and raising concerns; and
- their responsibilities and limitations while on placement.

Students will be expected to follow The Wendy House's relevant policies and procedures throughout their placement.

Safeguarding and Suitability

Appropriate safeguarding and suitability arrangements will be followed according to the student's age, placement and activities.

Required DBS and barred-list checks will be completed where applicable.

Students under the age of 18 will be appropriately supervised and will not be given unsupervised responsibility for children.

Students must immediately report any safeguarding concern to the Designated Safeguarding Lead or Deputy DSL.

Students must also inform the setting of any matter that may affect their suitability to undertake their placement.

Supervision

Students will be appropriately supervised according to their age, experience, competence and the nature of their placement.

Students will not:

- be left in sole charge of children unless legally permitted and specifically authorised by the Manager;
- undertake tasks for which they have not received appropriate instruction;
- administer medication unless specifically authorised, appropriately trained and permitted under setting procedures;
- take photographs or recordings of children using personal devices; or
- access confidential information that is not necessary for their placement.

Students will be encouraged to ask questions and seek support whenever they are unsure.

Staff:Child Ratios

Students and work-experience pupils will **not normally be relied upon to meet The Wendy House's usual staff:child ratios**.

Where a suitable student on a long-term placement is aged 17 or over, the EYFS may permit them to be included in ratios at the level below their level of study where all applicable requirements are met and the Manager is satisfied that they are competent and responsible.

Any decision to include a student within staff:child ratios will be made by the Manager on an individual basis and only where this is permitted by the current EYFS and qualification requirements.

The Wendy House will maintain sufficient appropriately qualified employed staff so that the setting is not routinely dependent upon students to maintain safe staffing arrangements.

Paediatric First Aid

Where the EYFS requires a student to hold a current Paediatric First Aid qualification in order to be included within staff:child ratios, they will not be counted until this requirement has been met.

Regardless of whether a student holds Paediatric First Aid, The Wendy House will maintain its normal Paediatric First Aid arrangements for employed staff.

Confidentiality

Students must maintain confidentiality regarding children, families, staff and the business of the setting.

Information learned during a placement must not be discussed outside the setting or shared on social media.

Safeguarding information must never be withheld on the grounds of confidentiality.

Observations and Course Work

Students may be required to complete observations, assessments or other course work as part of their qualification.

Any activity involving an identifiable child will only take place in accordance with the setting's procedures and the requirements of the student's course.

Where required, appropriate parental consent will be obtained.

Children and families will not be identifiable in coursework unless this is specifically authorised and appropriate safeguards are in place.

Mobile Phones, Cameras and Social Media

Students must follow The Wendy House's rules regarding mobile phones, cameras, smart devices and social media.

Personal devices must not be used to photograph or record children.

Students must not post information, photographs or comments relating to children, families, staff or confidential preschool matters on social media.

Working With the Training Provider

Where appropriate, we will work in partnership with the student's school, college, tutor or training provider.

We will provide appropriate feedback about the student's placement and cooperate with reasonable assessment requirements.

Any concerns regarding a student's conduct, suitability or performance may be discussed with their training provider.

Conduct

Students are expected to:

- behave professionally;
- treat children, families and staff respectfully;
- maintain appropriate boundaries;
- follow staff instructions;
- arrive punctually and appropriately dressed;
- actively engage with the children and learning opportunities;
- follow safeguarding and health and safety procedures; and
- ask for guidance where they are unsure.

Serious or repeated concerns about a student's conduct may result in the placement being ended.

Equality and Inclusion

Students will be treated fairly and respectfully and will not be unlawfully discriminated against.

Reasonable adjustments will be considered where appropriate to support a student with a disability or additional need while ensuring children's safety and welfare.

Review

This policy will be reviewed at least annually and sooner where legislation, statutory guidance or the needs of the setting change.

Policy Approval & Review

Policy year	2026/2027
Approval status	Awaiting Management Committee approval
Next scheduled review	March 2027