

## **FIRST STEPS (BATH)**

### **STUDENT PLACEMENT POLICY**

#### **Policy Statement**

First Steps (Bath) is committed to supporting the development of the workforce and therefore to providing quality training placements for students from a range of local and regional colleges, universities, educational establishments, and other training providers. Placements are offered within our services to student teachers, social workers, early years professionals, work experience students and childcare workers. Students will be offered the opportunity to work as part of a team, engaging in supervised reflective practice and observations. The students are welcome at First Steps (Bath) provided they agree to the conditions set out in the three-way agreement between themselves, First Steps, and their training provider – this must be completed before the start of the placement. Key conditions for student placements are: -

- The needs of the children are paramount.
- Students are not admitted in numbers which hinder the essential work of the service.
- Students will not be counted in the staffing ratios unless they have been assessed as competent and responsible, are over 17 years of age and are on a long-term placement.
- The student placement agreement must be signed by all parties before the student starts their placement.
- Education establishments are responsible for ensuring that the student has a current clear enhanced DBS check prior to starting the placement.
- Students will be always supervised by a qualified member of staff.
- Each student will be allocated a mentor. This is at the discretion of the service manager.
- Students will receive an induction which will include relevant information and policies.
- Students should follow the appropriate dress code and wear an identification badge.
- Students should inform the setting and their training provider if they are unable to attend a session because of illness or any other unavoidable reason.
- Students required to conduct child studies must obtain written permission from the parent / carer to be studied and be mindful of the ways children give consent.
- Any photographs or observations of children must be authorised by staff members who are aware of our “consent given” list.
- Any information gained by the students about the children, families or other adults in the setting must remain confidential - students must agree to follow safeguarding and confidentiality procedures and First Steps Code of Conduct.
- All parties will share responsibility for ensuring that the student’s support needs (including pastoral support) are met during the placement. Where there are concerns about the student’s progress this will be discussed by the mentor and manager, and the education establishment approached promptly for support and advice.
- First Steps (Bath) will make every effort to resolve any difficulties that arise on the placement with all parties; however, we reserve the right to terminate the placement at any time - the reasons for the termination will be provided to the student and to the training provider.

- At the end of the placement students and the education establishment will be asked to provide feedback to First Steps on their experience via a student exit form, learning shared SMT and team.

We value the contribution that students bring and expect them to work with us in maintaining high quality provision and supporting innovative practice in our settings.

Policy updated by Helena Thompson, Director, September 2009

Updated by SMT December 2015

Reviewed by Trustees November 2017

Reviewed by SMT October 2018

Reviewed by SMT October 2019

Reviewed by SMT October 2020

Reviewed by SMT October 2023

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