



Harvard Park Policies and Procedures:

Student Placement and Volunteers

26. Student placement and Volunteers

Policy Statement

Harvard Park recognises that qualifications and training make an important contribution to the quality of the care and education provided by Early Years settings. As a part of our commitment to quality, we offer placements to students undertaking Early Years qualifications and training, including those studying for the NVQ 2 / NVQ 3 in Childcare and Education. We accept students from local schools and colleges on work experience which consists of a two-week placement for students under the age of 17.

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.

Procedures

- We require students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s).
- The setting manager discusses the aim of the placement with the student's tutor prior to the placement commencing. The expectations of both parties are agreed at this point.
- The good character of students under the age of 17 years old is vouched for by the establishment that places them, the setting manager must be satisfied that all relevant checks have been made.
- We always supervise students under the age of 17 years and do not allow them to have unsupervised access to children. Those who are on short-term placements are not counted in our staffing ratios.
- Suitable students on long term placements and volunteers (aged 17 and over) and staff working as apprentices in early education (aged 17 or over) may be included in the ratios at the level below their level of study, if the provider is satisfied that they are competent, responsible and if they hold a valid and current Paediatric First Aid (PFA).
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- Students are made aware of confidentiality. We require students to keep to our Confidentiality and Client Access to Records Policy. This is discussed within their induction with the setting manager.
- We work in partnership with students' tutors to help students to fulfil the requirements of their course of study.

- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures including a quick run through of our Privacy statement and how this applies to them.
- We communicate a positive message to students about the value of qualifications and training as well as the importance of supporting the room and using their voice.
- 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 bonafide early years training, which provides the necessary background understanding of children's development and activities.
- Our students are expected to wear tabards provided so that they are easily recognised by parents/carers and staff. They are also expected to adhere by the dress code outlined in their initial meeting before commencing their placement at Harvard Park.
- All names and addresses are kept on file – this includes the schools and colleges that they attend as well as the registers consisting of the times and dates of when they attend the setting for any future references we receive. Any other personal information is destroyed once the placement ceases with us unless there is a legal obligation to keep it.
- The setting manager ensures that students and trainees on placement are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.
- Under no circumstances are short term students or those who are not on apprenticeships to use the setting's ICT equipment. This includes tablets and computers. They are not asked to take images of the children nor are they left unattended where equipment with internet access which is owned by Harvard Park.

A copy of the Job Description for Students and Volunteers and the checklist we run through with them is available on request.

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead