

Beetley and District Preschool

Registered Charity: 1181636

Student Placement

Statement of Intent

Beetley & District Preschool recognises that high-quality qualifications and training make a vital contribution to the care and education of young children. As part of our commitment to safeguarding and to maintaining high standards, we welcome students undertaking early years qualifications and offer structured placement opportunities within our setting.

All students are expected to follow the guidance outlined in our Student & Volunteer Induction Pack, including our safeguarding responsibilities, professional conduct and expectations of practice.

Aim

We aim to provide students with meaningful learning experiences that:

- Support the successful completion of their course.
- Promote best practice in early years care and education.
- Ensure children's safety, wellbeing and learning remain our priority at all times.

Procedures

To support students effectively while safeguarding children, we will take necessary action in the following areas:

Suitability and Checks

- Require all students to meet the 'suitable person' requirements in line with EYFS and Ofsted guidance.
- Request that schools and colleges placing students under the age of 17 provide confirmation of good character.
- Ensure students on placements longer than two weeks complete a DBS check prior to starting, in line with EYFS 2025 safeguarding expectations.

Supervision and Ratios

- Ensure all students under the age of 17 are supervised at all times and never left alone with children.
- Ensure students on short-term placements are not included in staffing ratios.
- Only count students in ratios when they:
 - Are on a long-term placement,
 - Have been assessed as competent, and
 - Hold relevant safeguarding and paediatric first aid training where required.

Safeguarding and Conduct

- Provide every student with the Student & Volunteer Induction Pack at the start of their placement.
- Expect students to:
 - Follow all safeguarding, behaviour and confidentiality policies.
 - Maintain professional boundaries at all times.
 - Immediately report any safeguarding concerns to the Designated Safeguarding Lead (DSL) or Deputy DSL.

Failure to follow safeguarding procedures may result in termination of the placement.

Support and Learning

- Provide a short induction on the student's first session explaining:
 - How the Preschool is managed,
 - How sessions are organised,
 - Key policies and procedures.
- Work in partnership with tutors and training providers to help students meet course requirements.
- Offer opportunities for students to:
 - Observe good practice,
 - Support activities,
 - Plan and lead small group activities under supervision.

Insurance

- Ensure students and volunteers are covered by the Preschool's employers' and public liability insurance.

Children's Welfare

- Limit the number of students in the setting to ensure children's learning, care and safety are not compromised.
- Ensure students are engaged in genuine early years training with appropriate theoretical understanding of child development.

Appendix 1 – Student & Volunteer Induction Pack

All students and volunteers will be provided with the Beetley & District Preschool Student & Volunteer Induction Pack at the start of their placement.

The induction pack contains essential information including:

- An overview of Beetley & District Preschool
- Early Years Foundation Stage (EYFS) principles and practice
- Safeguarding responsibilities and procedures
- Professional conduct and expectations
- What students can expect from the Preschool
- What the Preschool expects from students
- Daily routines, roles and responsibilities

The induction pack forms part of the Preschool's safeguarding arrangements and must be read and understood before students begin working with children.

Students are required to confirm that they have read and understood the induction pack and agree to adhere to all policies and procedures outlined within it.

Failure to follow the guidance contained in the induction pack may result in the placement being terminated.

Monitoring and Review

This policy will be reviewed annually or following any incident, update in legislation, or guidance.

- **Policy reviewed on:** 12th January 2026
- **Next review due:** 12th January 2027
- **Reviewed by:** Hollie Durrant and Julie East

Date:	Review Date:
Signed:	Signed:
Print Name: (Chairperson)	Print Name: (Manager)



Student/ Volunteer Induction Pack

Useful Information

Address:	The Mobile St Mary's School Elmham Road Beetley Dereham Norfolk NR20 4BW
Telephone:	01362 860860
Email:	office@beetley-preschool.org
Website:	www.beetleypreschool.org

Operational Hours: 08:00-16:30, Monday – Friday (Term time only)

Staff:

Manager:	Hollie Durrant
Deputy Manager:	Julie East
Practitioners:	India Bonnett Toni Tinker Lucy Tooke Kirstie Rayner Chloe Ott

Committee:

Chair:	John Billings
Secretary:	Amy Haymes
Treasurer:	Rebecca Reynolds Annie Shayes Emily Neave

All about us

Beetley and District Preschool is a sessional provision established in 1971 to provide high-quality care and education for children aged two to five years. The setting is located within the grounds of the village primary school and is a registered charity led by a voluntary management committee of parents. The Preschool is registered to care for up to 22 children per session.

Reviewed and adopted: 12th January 2026
Version 7

We provide a happy, stimulating and safe environment, supported by qualified and experienced staff, where children are encouraged to develop to their full potential. In order to achieve this, we follow the statutory guidance set out in the Early Years Foundation Stage (EYFS) framework

There are four principles that we follow to shape our practice.

The Early Years Foundation Stage Principles	
A Unique Child	Every child is a competent learner from birth who can be resilient, capable, confident and self-assured. We recognise and respect each child's individuality, interests and learning style.
Positive Relationships	Children learn to be strong and independent through warm, respectful and secure relationships with adults and other children. We work closely with parents and carers to support each child's learning and development.
Enabling Environments	Children learn and develop well in environments that respond to their individual needs. Our setting provides rich learning experiences indoors and outdoors, supported by skilled adults who observe, assess and plan for children's next steps.
Learning and Development	The EYFS sets out the importance of learning and development. Children develop and learn at different rates. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities (SEND).

(EYFS 2025, Statutory Requirements p7, DfE)

There are seven areas of learning and development that shape our provision and they are all important and inter-connected:

Prime Areas

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Staff use ongoing observation, assessment and planning to support each child's next steps and help them to reach their full potential.
(You can access the guidance and statutory requirements at www.education.gov.uk/publications)

Safeguarding Overview

Safeguarding is everyone's responsibility. At Beetley Preschool we are committed to protecting children from harm and promoting their welfare at all times. All staff; students and volunteers must follow our safeguarding policies and procedures.

Designated Safeguarding Leads

- **Designated Safeguarding Lead (DSL):** Hollie Durrant – Manager
- **Deputy DSL:** Julie East – Deputy Manager

If you are worried about a child's safety or wellbeing, you must report your concern immediately to the DSL or Deputy DSL.

Recognising Concerns

You should be alert to signs that a child may be at risk, including:

- Unexplained injuries or frequent accidents
- Changes in behaviour or mood
- Withdrawal, fearfulness or aggression
- Poor attendance or persistent lateness
- Developmental concerns
- Inappropriate language or behaviour

What To Do If You Are Worried About a Child

1. Listen carefully to the child and take them seriously.
2. Do not promise confidentiality.
3. Record exactly what you see or hear using the child's own words.
4. Report your concern immediately to the DSL or Deputy DSL.

If you believe a child is in immediate danger, inform the DSL straight away.

Professional Conduct

To keep children safe, you must:

- Never be alone with a child behind closed doors.
- Maintain professional boundaries at all times.
- Not use personal mobile phones or take photographs of children.
- Follow all safeguarding and behaviour policies.
- Report any safeguarding concerns, including concerns about another adult's behaviour.

Failure to follow safeguarding procedures may result in your placement being ended.

What happens at Beetley and District Preschool on a daily basis?

We provide a free-flow session with a balance of adult-led and child-initiated activities. Children are able to choose which activities they wish to take part in, decide when or whether they have a snack, and select the area of the setting in which they would like to play, always supported by our qualified and caring staff.

Child-initiated play is led by children's own ideas and interests. Adults support this by providing an enabling environment and engaging in sensitive interactions that extend learning.

Adult-led activities are planned, focused and guided experiences that are playful and exploratory. These activities may concentrate on developing a specific skill or area of learning.

Throughout each session, staff observe children at play to gain a clear understanding of their development and emerging interests. The information gathered is then used to support children's learning and to plan the environment in a way that best meets their individual needs.

Why Play?

Children are born ready to play, and through play experiences their minds grow (Isaacs, 1929). Play supports children to develop confidence in themselves as thinkers and learners. In particular, child-initiated play weaves together children's learning and development.

"Children's play reflects their wide-ranging and varied interests and preoccupations. In their play children learn at their highest level. Play with peers is important for children's development."

(EYFS, Theme: Learning and Development – Play and Explore)

Well-planned play enables children to think and make sense of the world around them. There are times when children will need adult support to extend their thinking and learning. It is important for practitioners to recognise when to intervene and when to step back, allowing children the freedom to experiment and learn independently.

What can you expect from us?

We recognise that qualifications and training make a significant contribution to the quality of care and education provided in early years settings. As part of our commitment to maintaining high standards, we offer placement opportunities to students undertaking early years qualifications, as well as to school pupils completing work experience.

Our aim is to provide students with meaningful experiences that contribute to the successful completion of their studies and demonstrate high-quality early years practice.

During your placement, we will:

- Provide a short induction at your first session, explaining how the setting is managed, how sessions are organised, and introducing you to our key policies and procedures.
- Give you access to our policies and procedures and explain any that you find difficult to understand.
- Offer opportunities to plan activities and lead small groups of children, with the support of a qualified member of staff.
- Work in partnership with your tutors to support you in meeting the requirements of your course.
- Support you throughout your placement, giving you opportunities to observe how we work with children and families, how staff support key groups and how daily routines are carried out.
- Answer any questions you may have regarding child development.
- Treat you as a valued member of the team, listening to and respecting your views and contributions to planning and evaluation.

What we expect from you

During your placement at Beetley and District Preschool, we expect you to behave in a professional manner at all times and to actively contribute to the daily life of the setting. You are an important part of our team and your commitment, reliability and willingness to learn will help ensure that you gain the maximum benefit from your placement.

We expect you to:

- Arrive on time for each session (exact timings will be discussed with you).
- Notify us as early as possible if you are unable to attend by telephoning 01362 860860 from 8:00am.
- Become fully involved in the daily activities of the Preschool.
- Use your initiative where appropriate.
- Ask for help or clarification if you are unsure about anything.
- Report all accidents to a member of staff immediately.
- Read, understand and follow all policies and procedures.

- Respect confidentiality and not discuss any aspect of the Preschool with parents or members of the public.
- Share any ideas you may have to improve our current practice that arise from your studies.
- Inform us of any current First Aid or Food Hygiene training and certificates you hold.

We hope you find your time with us enjoyable and informative.

Beetley and District Preschool