

Student placement policy

At Clutton Playgroup we recognise that qualifications and training make an important contribution to the quality of the care and education provided by our playgroup. We also recognise that the quality and variety of work that goes on in our playgroup makes it an ideal place for students studying for a relevant childcare qualification. We therefore welcome any such students.

Aim

We aim to provide for students on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

Method

In order to achieve this aim, we operate the following procedure:

- We require students to meet the 'suitable person' requirements of OFSTED.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our playgroup on a short term basis are not counted in our staffing ratios. Students who are placed for longer periods, for example a year, may be counted in our staffing ratios provided we consider them to be competent.
- 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 policy.
- We require students to read and understand our Child Protection Policy and be aware of what to do if they are worried about a child or an adult.
- We co-operate with students' tutors in order 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 playgroup is managed, how our sessions are organised and on 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 playgroup.

- We ensure that students placed with us are engaged in *bona fide*. We ensure that students placed with us are engaged in *bona fide* early years' training which provides the necessary background understanding of children's development and activities.

Policy adopted by the Clutton Playgroup Management Committee.

Signed

Chair of Clutton Playgroup Management Committee