

Student Placement Policy

We recognise that the quality and variety of work which goes on in a playgroup makes it an ideal place for volunteers and students on placement from schools and colleges attending childcare courses. We hope to show good practice that helps them fulfil their course requirements.

Students are welcomed into the playgroup on the following conditions;

- We require students to meet the 'suitable person' requirements of Ofsted and unless registered as fit persons volunteers will not have unrestricted access to the children.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- 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 setting on a short-term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting may be included in the ratios if they are deemed competent.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- Any information gained by the students/volunteers about the children, families or other adults in the pre-school must remain confidential.
- 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 setting is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.

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- The needs of the children are paramount. Students/volunteers will not be admitted in numbers which hinder the essential work of the playgroup.
- Students must be confirmed by their tutors as being engaged in a bona fide childcare course, which provides the necessary background understanding of children's development and activities.
- Students required to assess, observe or conduct child studies will obtain permission from the parents of the child being studied.

This policy was adopted at a meeting of Belton Playgroup Association:

Held on: 2nd June 2026

Signed on behalf of committee:

A handwritten signature in cursive script, appearing to read 'A Spencer', is enclosed in a light grey rectangular box.

Name and role of signatory: Anna Spencer, Chair of Committee

Review date: April 2027