

STUDENT PLACEMENT POLICY

Amendment History

Revision	Author	Description of change	Date
1	Karen Walls	Amendment history added	November 2005
KASC policy	Carol Hooper	Adapted from adopted Kineton Playgroup policy	August 2006
2	CH/SM	Amendment to general wording	07 March 2007
3	CH/SM	Merge KASC and Playgroup policy; update footer	September 2007
4	CH/ SM/ Alison Foulds	Revised age limits added	June 2009
5	CH/AF	No change needed	May 2010
6	CH/AF	No change needed	May 2011
7	CH/HS	Minor changes	October 2012
8	CH	No changes	May 2015
9	CH	Reference to DBS checks for students on long term placement	November 2016
10	CH & SF	No changes	February 2018
11	CH & SF	Reviewed, no changes	January 2020
12	CH	Reviewed, no changes	July 2022
13	CH, TH & XF	Reviewed no changes	July 2023
14	TH	Reviewed, no substantive changes	September 2025

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References to 'Playgroup' includes references to Playgroup and KASC.

Playgroup recognises that qualifications and training make an important contribution to the quality of the care provided by the setting. As part of our commitment to quality, we offer placements to students undertaking playworker, childcare and early years' qualifications and training, or students from colleges and schools undertaking work experience.

Aim

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

Methods

- We require students to meet our suitable person requirements.
- We require schools or colleges placing students under the age of 18 years with Playgroup to vouch for their good character.
- We always supervise students 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.
- Students who are 18 years or over and placed for longer periods are subject to DBS checks and Ofsted requirements.
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- We require students to adhere to our confidentiality policy and to sign a copy of the policy to evidence acceptance.
- Students must comply with all other policies and procedures.
- We co-operate 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 Playgroup 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.
- We make the needs of the children paramount by not admitting students in numbers which hinder the essential work of Playgroup.
- We ensure that students placed with us are engaged in bona fide childcare training which provides the necessary background understanding of children's development and activities.