

Hemingford Grey Playgroup Policy: Student Placements

February 2018

Introduction

Hemingford Grey Playgroup recognises that qualifications and training make an important contribution to the quality of care and education provided by Early Years settings. As part of our commitment to quality, we can offer placements to students undertaking Early Years qualifications and training, including those studying for the CACHE level 2 Certificate in Pre-School Practice and CACHE level 3 Diploma in Pre-School Practice.

Aims

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 in line with the EYFS.

Procedures

- We work with 'Connexions' to offer work experience to pupils in Key Stage 4. This is designed to provide them with an insight into the world of work.
- We require schools placing students with the Playgroup, who are under the age of 17 years, to vouch for their good character.
- All students are required to meet the suitable person requirement of the Early Years Foundation Stage and complete a DBS check.
- We supervise students at all times and do not allow them to have unsupervised access to children.
- Students who are placed in playgroup are not counted in our staffing ratios.
- We take out employer's liability insurance and public liability insurance which covers both volunteer helpers and students.
- We require students to adhere to all our policies including confidentiality and Client Access to Records Policy and to keep a copy of these.

- We co-operate fully 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 which provides information on playgroup management, organisation of sessions, 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 Playgroup.

This policy was adopted at a meeting of Hemingford Grey Playgroup Committee held on 11th January 2010, and reviewed at a meeting held on 28th September 2011 and 11th November 2014. It was reviewed again at a meeting on 26th February 2018.

Signed by the Chairperson, on behalf of the Committee:

.....(Chairperson's name - block capitals)

.....(Chairperson's signature),

.....(date)