



www.penhillplaygroup.org.uk

Policy for Students within the Group

The setting welcomes students who are undertaking childcare courses at local colleges, and students on work experience from local secondary schools, to work within the playgroup whenever possible. The college may request a placement for a student or the student may be expected to find their own placement for work experience.

Initial Visit

The initial visit will need to identify:

- How many days the work experience/practice is to be.
- How many hours daily the student will be present.
- What particular aspects of work/child observation are part of the designated course and are essential to be undertaken.
- What previous experience/practice has the student already undertaken.
- Which member of staff will be responsible for overseeing the student.
- What the children will call the student.
- Whether the student has any physical or health issues that may affect their work or restrict any tasks that may need to be carried out (e.g. diabetes, allergies etc.)

CONSIDERATIONS WHEN PLANNING WORK/PRACTICE

- The student's age, experience, self-confidence and level of maturity should be considered when planning the work.
- Too much should not be expected too soon, or initiative taken for granted.
- Students are expected to be polite and well mannered both with adults and children, setting a good example for the children to see.
- Students must be made aware of the fire safety procedures, health, safety and hygiene procedures, safeguarding and child protection, behaviour management and confidentiality policies and sign to say that they have read, understood and will abide by them.

- Students, along with all staff, must ensure that mobile phones are left with their personal belongings and not kept on their person during Playgroup sessions. Only Playgroup cameras should be used for taking photographs of the children as evidence of their learning and development and only once we have obtained parental consent.
- Any information gained by the students about the children, families or adults in the group must remain confidential. Confidentiality within the group is an expectation of all staff and is equally applicable to any students.
- Students required to undertake individual child studies will need to obtain permission from the parents of the child to be studied.
- Students should not put identifiable comments about their work placement experience on any website or social networking site.
- All long term students over 16 should hold a suitable DBS (Disclosure and Barring Service) Certificate.
- Students will not have unrestricted access to children, or be left alone with a child or children or change a child or take or accompany a child or children to the toilet (except to just wash hands, when a member of staff should be informed).
- Work placement students will not be used to make up staff ratios.

This policy will be reviewed at least annually.