

St Nicolas Playgroup

Student Placement Policy



1.0 Policy statement

We welcome students at St Nicolas Playgroup with the support and approval of their tutor. Placements must be pre-arranged with the manager by emailing manager@stnicolasplaygroup.co.uk

- We recognise the importance of qualifications and training.
- We offer placements for students undertaking early year's qualifications.
- We also offer school pupils work experience.
- We require students to meet the 'suitable people' requirements set out by Ofsted.
- We require long-term students to be DBS checked.
- We require students to have a sufficient understanding and use of English.
- We require schools that place students with us to vouch for their good character.
- We supervise school students at all times and do not let them have unsupervised access to children.
- Students placed on short-term placements will not be counted in our ratios.
- Students under 17 will not be included in the ratios.
- Trainee staff may be included in the ratios if they are deemed competent and responsible and have full suitable people status.
- Our employer's liability insurance and public liability insurance covers both trainees and voluntary helpers.
- We require students to observe our Confidentiality Policy.
- We cooperate with the student's tutor. Tutors will be allowed to observe their pupils at a mutually agreed time and without disruption to the day-to-day running of our group.
- We provide a short induction.
- We will only provide placement for one student and school work-experience pupil at any one time.
- We reserve the right to end the placement if necessary.

This policy was adopted at a meeting held at the playgroup held on 27th July 2019

This policy was reviewed by:	The Manager	Signed
On:	Date: 21 August 2025	VE Evans
Date of next review:	Date: 21 August 2026	