

**Safeguarding and Welfare Requirement: Suitable People**  
**Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.**



## **12.1 STUDENT and VOLUNTEER PLACEMENTS**

### **Policy Statement**

Feltwell Playgroup recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide students on placement with us, experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

### **Procedures**

- The Playgroup offers opportunities for students where possible to help during sessions as part of the government's youth work experience scheme.
- Schools wishing to place students at the setting contact the manager, arrangements are made for either 1 or 2 students to work with us for a specified period.
- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out over the age of 17.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise students at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our setting on a short-term basis are not counted in our staffing ratios.
- Trainee staff and volunteers employed by the setting may be included in the ratios if they are deemed competent.
- We have employers' liability insurance and public liability insurance, which covers students, trainees and voluntary helpers.
- We require students and volunteers to read, understand and keep to our confidentiality policy.
- 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 give all students and volunteer's an induction checklist with details of our daily procedures.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- We recognise that parents and extended adult family members can often offer skills, services and assistance either occasionally or regularly and parents / grandparents etc. are welcome to come in and help at a session if they wish and we are given prior notice.
- We have a 'signing in' book which all visitors to the setting must complete.
- We do not encourage parents to help out on a regular basis as this can prove to be unsettling and upsetting to some children.
- Volunteers and visitors are never left alone with any children, must not access the children's' toilet area and are not left unsupervised.

This policy was adopted by

Feltwell Playgroup

On

09.05.2022

Date to be reviewed

(on or before) 09.05.2023

Signed on behalf of the provider

J.I.

Name of signatory

Jonathan Irving

Role of signatory (e.g. chair, director or owner)

Committee Chairperson