

Student placement policy and procedure

It is the policy of Wenvoe Playgroup CIO to welcome students placed with us by bona fide childcare course providers, acknowledging the potential of benefits to be gained by both a student and our provision.

We do this by:

- Ensuring that children's care is of the highest priority and is not compromised by the placement arrangements.
- Requiring confirmation that students are attending a bona fide childcare course from their tutor.
- Undertaking a rigorous check of the students' personal details and keeping a record in line with regulations.
- Operating an effective student induction process.
- Students on training placements are excluded from the adult:child ratios.
- Ensuring students are supervised at all times.
- Supporting and enabling students who want to contribute to the activities, do so in line with the current activity plans.
- Expecting students to conduct themselves in line with Wenvoe Playgroup CIO's staff code of conduct.
- Requiring that any research, individual observation or child study undertaken by a student is discussed with the P.I.C and carried out in an ethical manner, and with written consent of any child's parent/carer.
- Requiring that any information obtained by students about children, families or other adults in the provision remains confidential; in line with Wenvoe Playgroup CIO's confidentiality policy.
- Students on work experience from school are invited as visitors only and a form for emergency contacts along with personal details is completed.

This **student placement** policy and procedure was passed for use in

Wenvoe Playgroup CIO

On: 17.11.25 (reviewed)

By: Sandra Morgan

Position: RI/Person In Charge

Date of planned review: Annually or sooner if changes in practice