

Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096

Village Hall, High Street, Wanborough, Swindon. SN4 0AD

Telephone Number: 790428

www.wanboroughplaygroup.org.uk Email: wanboroughplaygroup@hotmail.co.uk



Student Placements

We recognise that the quality and variety of work that goes on in a Playgroup makes it an ideal place for students on placement from school and college childcare courses as well as those other relevant courses such as NVQ.

Students are welcomed into the Playgroup on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the Playgroup.
- Written requests for placements are to be directed to the Supervisor to assess if the timing is appropriate.
- Students must be confirmed by their tutor as being engaged in a bona fide course which provides necessary background understanding of children's development and activities.
- Students will be interviewed by the Supervisor before their placement commences.
- Students required to conduct child studies will obtain written permission from the parents of the child to be studied.
- Confidentiality statements must be signed before the placement begins to ensure that any information gained by the students about the children, their families or other adults in the Playgroup must remain confidential.
- Students will be shown the policy folder and shown how to access them on our website.
- On their first morning students will be given a briefing by the Safeguarding and Health and Safety Officers (or their assistants in their absence)
- Appropriate supervision must be given at all times.
- Students must be made aware that they must not accompany children to the toilet nor help change wet/soiled clothes.
- Students on long term placements will be required to carry out an Enhanced CRB Check within the first month of being at the setting.
- Students are not permitted to take photographs of any children in the setting.

This policy was adopted at a meeting of	Wanborough Playgroup committee
Held on	10 th March 2008
Signed on behalf of the Management Committee/Proprietor	Sally Jamie
Role of signatory (e.g. chairperson etc.)	Chairperson
Reviewed at a meeting of	Wanborough Playgroup Committee
Held on	3 rd December 2012
Name of signatory	Ali Petherbridge
Role of signatory (e.g. chair/owner)	Chairperson
Reviewed at a meeting of	Wanborough Playgroup Committee
Held on	3 rd March 2014
Signed on behalf of the management committee	
Name of signatory	Ali Petherbridge
Role of signatory (e.g. chair/owner)	Chairperson

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STUDENT CONFIDENTIALITY UNDERTAKING

Name

Address

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Place of study

Date of Placement

By signing this confidentiality undertaking, I agree to hold in the strictest confidence any information regarding the safety and welfare of any children attending Wanborough Playgroup.

I also agree to hold in the strictest confidence any matters regarding children or families relayed to me by parents, staff or outside bodies.

Signed

Date