

Wanborough Playgroup

Registered Charity Number 1026150



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 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.
- Copies of relevant policies will be given to the students, such as equal opportunities, safety and health and hygiene.
- 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.
- It should be made clear that the student should not help in the kitchen with the preparation of food or drinks.
- If a student wishes to take photographs of the children, a notice should be placed outside informing parents of this.

This policy was adopted at a meeting of Wanborough Playgroup committee
Held on 10th March 2008
Signed on behalf of the Management Committee/Proprietor _____
Role of signatory (e.g. chairperson etc.) Chairperson
This policy was reviewed on _____

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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