

Student placements

We require students to have DBS checks.

We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.

Students who are placed in our setting are not counted in our staffing ratios.

We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.

We require students to 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 with a printed-out guide with useful information.

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 ask students to fill in a health and emergency contact form.

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee	
Held on	19 th January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair