



## 18. Student placements



- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise students under the age of 17 years 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.
- 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, 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.

This policy was adopted at a meeting of

Melbourn Playgroup and Out of School Club  
CIO Management Committee

Held on

25/2/18

Date to be reviewed

2018-19 cycle

Signed on behalf of the management  
committee

Name of signatory

Lisa Bamber & Jane Shepherd

Role of signatory (e.g. chair/owner)

Co-Chairs