



Hopton school house Playgroup and OOSC policies

2.2 Student Placement Policy

Policy Statement

At Hopton school house, we recognise the valuable contribution that students can make to the early years sector. We are committed to supporting students undertaking placements as part of recognised education and training programmes and providing opportunities for them to develop their knowledge, skills, and understanding of working with young children.

We believe that high-quality placements help prepare the future workforce while ensuring that children's safety, welfare, learning, and development remain our highest priority.

Aims

The aims of this policy are to:

- Provide meaningful learning experiences for students.
- Support students in developing professional skills and knowledge.
- Ensure children remain safe and well cared for at all times.
- Clarify the roles and responsibilities of students and staff.
- Promote positive partnerships with training providers and educational institutions.
- Comply with safeguarding and EYFS requirements.

Legal Framework

This policy is based on:

- Childcare Act 2006
- Children Act 1989
- Children Act 2004
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Working Together to Safeguard Children
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Gloucestershire Safeguarding Children Partnership Procedures



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Placement Opportunities

The setting may offer placements to:

- School students completing work experience.
- College students studying childcare or education qualifications.
- University students undertaking relevant courses.
- Apprentices completing recognised training programmes.
- Other approved learners undertaking professional development.

Placements will be considered based on:

- Availability of suitable supervision.
- Capacity of the setting.
- The needs of children attending the setting.
- The requirements of the training provider.

Safeguarding and Suitability

Children's welfare is paramount.

Before commencing a placement, students may be required to provide:

- Identification documents.
- Evidence of enrolment with a recognised training provider.
- DBS information where applicable.
- Emergency contact details.

Students will not be left unsupervised with children at any time unless they are suitably qualified, vetted, and employed by the setting in accordance with EYFS requirements.

All students must:

- Follow safeguarding procedures.
- Understand their duty to report concerns.
- Maintain professional boundaries.
- Adhere to all setting policies and procedures.

Induction

All students will receive an induction before beginning their placement.



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This will include:

- Introduction to the setting.
- Safeguarding and child protection procedures.
- Health and safety arrangements.
- Emergency evacuation procedures.
- Confidentiality requirements.
- Behaviour management expectations.
- Equality and inclusion principles.
- Relevant policies and procedures.

Students will be informed of who to speak to if they require support or guidance.

Supervision and Support

Each student will be allocated a named mentor or supervisor who will:

- Provide guidance and support.
- Explain daily routines and expectations.
- Monitor progress.
- Offer constructive feedback.
- Liaise with the training provider where appropriate.

Regular discussions will take place to support the student's learning and development.

Roles and Responsibilities of Students

Students are expected to:

- Arrive punctually and attend regularly.
- Dress appropriately and professionally.
- Follow all setting policies and procedures.
- Respect confidentiality.
- Maintain professional behaviour.
- Show respect to children, families, staff, and visitors.
- Work within their level of competence.
- Ask for guidance when unsure.

Students must not:

- Use personal mobile phones in areas where children are present.
- Take photographs of children.



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- Share confidential information.
- Administer medication unless specifically authorised and supervised.
- Be counted within staffing ratios unless permitted under EYFS requirements.

Confidentiality

Students may have access to confidential information regarding children, families, and staff.

Students must:

- Keep all information confidential.
- Not discuss children or families outside the setting.
- Comply with data protection requirements.
- Report any concerns through appropriate channels.

Any breach of confidentiality may result in the placement being terminated.

Health and Safety

Students are expected to:

- Follow health and safety procedures.
- Report hazards immediately.
- Follow risk assessment procedures.
- Use equipment safely.
- Report accidents, incidents, or concerns to their supervisor.

The setting will ensure students receive appropriate health and safety information.

Equality, Diversity and Inclusion

The setting welcomes students from diverse backgrounds.

All students will be treated fairly and with respect regardless of:

- Age
- Disability
- Race
- Religion or belief
- Sex
- Sexual orientation



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- Gender reassignment
- Pregnancy or maternity

Reasonable adjustments will be considered where appropriate.

Assessment and Feedback

Where required by the training provider, the setting may:

- Contribute to placement assessments.
- Complete observation reports.
- Provide feedback on progress.
- Participate in review meetings.

Feedback will be constructive and aimed at supporting professional development.

Concerns and Complaints

Any concerns relating to a student's conduct, performance, or wellbeing should be reported to the Manager.

The setting reserves the right to end a placement where:

- Safeguarding concerns arise.
- Policies are repeatedly breached.
- Behaviour is deemed inappropriate.
- Attendance is unsatisfactory.
- The placement is no longer in the best interests of the children or setting.

Where possible, concerns will be discussed with the student and training provider before a placement is terminated.

Insurance

Students undertaking approved placements will normally be covered by the setting's employer and public liability insurance, subject to the insurer's terms and conditions.

Training providers may be required to confirm insurance arrangements before placement begins.



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Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Confidentiality Policy
- E-Safety and Online Safety Policy
- Mobile Phone Policy
- Equality and Inclusion Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Behaviour Management Policy