**Principle**

Little Buds Playgroup welcomes students to take part in placement opportunities. Management offer placements to students undertaking early years and playwork qualifications and training.

**Policy**

Little Buds Playgroup recognises that a student taking part in a placement offer a precious resource by giving their time and dedication to the setting.  Management believe it is important to ensure that all placement students are well looked after and that they are fit to work. Management recognise the role of the student is to complement the role of paid staff; whilst having the opportunity to build skills and experiences which contribute to the successful completion of their studies. The management team aims to provide students with the opportunity to be involved in a setting which delivers quality in early years care and education.

**Procedure**

It is the responsibility of the management team to carry out an Access NI check on all volunteers before they begin the daily work within the setting. The student must be 17 years old or above. The leader in charge will oversee and delegate duties as appropriate to the volunteer. The leader in charge will oversee and delegate duties as appropriate to the placement student.

The management team aims to:

* Provide a safe and welcoming environment for all students.
* Promote the importance and value of attaining qualifications and training.
* Give students the opportunity to work alongside staff as part of a team and develop their professional skills through involvement with young children.
* Provide students with adequate supervision through the use of a staff mentor who will ensure the student is provided with the best learning opportunities while based at the setting.
* Ensure students are aware of the Confidentiality Policy within the setting, along with all the other practice policies and procedures.
* Provide the student with an induction pack which provides all relevant information including hours of work, absences, contact details, etc.

**Restrictions to Duties:**

* Students must not be left unsupervised at any time whilst caring for children.
* Students are not counted in staffing ratios and therefore appropriate staffing ratios must be adhered to at all times.
* Students must not carry out any form of intimate personal care whilst unsupervised.
* Students must not administer medication.
* Students must not administer first aid.
* Students must not use personal cameras or mobile phones (see Mobile Phone Acceptable Use Policy).
* Students may use IT facilities for duties relating to the setting only as designated by the leader in charge.

Covid 19

Little Buds Playgroup has strict procedures in place to prevent the risk of spreading Covid. Students will be made aware of these before starting their placement.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds Playgroup management team.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………………... Signed: …………………………………………..

Date: ……………………... Signed: …………………………………………..

Date: ……………………... Signed: …………………………………………..