

Student Placement Policy

1 Introduction

- 1.1 North Halifax Partnership (NHP) is committed to providing opportunities within the organisation for student placements and aims to develop partnership working with local colleges, universities, and training providers in offering student placements.
- 1.2 The partnership recognises that each individual placement will be different depending on the nature of the course of study, identified learning outcomes and the development needs of the student.

2 Statement of Principles

- 2.1 NHP recognises that by providing placements we are also creating opportunities for staff development in terms of supervisory skills for non – line managers. However, these opportunities can only be provided when a service has capacity and resources to undertake student placements.
- 2.2 The role of students should only complement, not supplement, or replace the role of paid staff.
- 2.3 Due to the nature of the work, it is not appropriate to accept work experience students from schools (minimum age 16) in Family Hub services. Work experience placements may be accepted in the Community Programmes team in certain circumstances, this would need to be discussed and agreed with the managers.
- 2.4 Prior to any placement being agreed in principle, the relevant manager is responsible for ensuring that the service can accommodate the placement in terms of time, cost and staffing.
- 2.5 The relevant manager will also prepare a risk assessment with the named workplace supervisor for the student. In the case of students aged below 18, this will be in line with Health and Safety Executive Guidance Young People at Work and the Risks <http://www.hse.gov.uk/youngpeople/risks/index.htm>. The risk assessment will be completed after the pre-placement meeting.

3 Pre –placement meeting

- 3.1 Before each placement is formally agreed, a pre- placement meeting should be held with student, Practice Teacher / College Tutor and Workplace Supervisor. This meeting should give all parties the opportunity

to look at the particular learning outcomes for the student and the role that they will undertake when on placement.

3.2 Each student will have a named Workplace Supervisor before the start of the placement is confirmed; agreement should be reached between Supervisor and Line Manager as to the time commitment that this will involve for the worker.

3.3 If students live close to the potential placement, discussion will take place around the suitability of the placement and any potential conflict of interest.

4 Working hours

4.1 Hours of work, study time and pattern of work should be agreed before the placement begins.

4.2 Students may be asked to work evenings and weekend, but this will be individually negotiated to take into account personal circumstances.

4.3 Whilst students should not normally exceed agreed working hours, time off in lieu may be agreed in circumstances when this has happened due to exceptional circumstances.

5 Performance

5.1 The Workplace Supervisor will liaise with the relevant Practice Teacher / Tutor with regard to performance issues. If there are any concerns about the performance of a student an initial meeting will be called to try to resolve these issues. NHP reserves the right to terminate a placement should managers have serious concerns about the performance or conduct of the student.

6 Induction

6.1 A formal induction (where applicable) will be drawn together by the student and Workplace Supervisor within the first week of the placement.

6.2 The Workplace Supervisor will make the student aware of relevant policies and give guidance in the relevant service working practices including Health & Safety.

7 Access to resources, expenses, and financial incentive

7.1 If expenses will be incurred by the student whilst carrying out their duties on placement, these should be agreed beforehand with the relevant Manager.

- 7.2 Depending on the course of study, students will be offered the similar office resources as staff, including telephones, stationery, IT access, in-house training days.
- 7.3 Each placement will be risk assessed to determine the checks that are appropriate. It is expected that all students aged over 16 will have up to date Enhanced DBS check, to be processed by the training provider. This should be checked at the start of a placement.
- 7.4 In any written work produced by the student, the names of service users, families or children cannot be used. Photographs may only be used with the written permission of the parents which should be sought after discussion with supervisor.
- 7.5 Sometimes student placements attract a small financial incentive. Wherever possible this money will be credited to the budget of the team which has hosted the student.
- 7.6 Any gifts given to student placements at the end of the placement must follow the code of conduct guidance.