



# COLLEGE/ UNIVERSITY STUDENT PLACEMENT POLICY

Adopted by Governors: March 2022  
Next Review: March 2025

As a Rights Respecting School, our policies are all developed and reviewed taking into account UN conventions and the rights of every child. Articles that relate to our Student Policy are:

- Article 3- The best interests of the child must be a top priority in all decisions and actions that affect children.
- Articles 28 and 29- Every child has the right to an education and this education which tries to develop your personality and abilities as much as possible and encourages you to respect other people's rights and values and to respect the environment

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#### **Statement of intent**

Our aims are:

- To provide high quality Initial Teacher Training (ITT) and work experience that will give students the experiences necessary to pursue a career in education or childcare.
- To create an opportunity for all trainee teachers/students and staff to pursue their Continuing Professional Development (CPD) through reflection on teaching and learning strategies.

The student placement coordinator, the student and the training provider will work collaboratively to fulfil these aims. This policy sets out the practices and procedures which will be followed when young people undertake placements at our school. This allows our school to provide a safe environment and positive educational climate for all pupils.

#### **Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

Equality Act 2010

The General Data Protection Regulations 2018

The Data Protection Act 2018

DfE (2022) 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

Child Protection and Safeguarding Policy

E-Safety Policy

Single Equality Policy

Staff Handbook

Health and Safety Policy

## Roles and responsibilities

The governing body is responsible for:

- Ensuring the effectiveness of this policy by monitoring and reviewing it in line with school's policy cycle.
- Ensuring all placement activities are planned properly and safely, and that these plans are communicated to students on placement at Highfields.
- Ensuring DBS checks have been obtained for the members of staff responsible for supervising volunteers under the age of 16.
- If deemed necessary, ensuring DBS checks have been obtained for young people on placement who are over 16-years-old and in regular contact with pupils.

The Head Teacher is responsible for:

- The day-to-day implementation of this policy.
- Consenting to individuals completing placements at the school.
- Ensuring individuals have read and understood all relevant policies before commencing work.
- Ensuring individuals completing placement always have access to a member of staff.

| Training provider/<br>Secondary school  | Student placement coordinator  | Student   |
|---|--|---|
| <ul style="list-style-type: none"><li>• Apply on student's behalf for Enhanced DBS disclosure.</li><li>• Communicate with school regarding the student's expected duties and commitments.</li><li>• Ensure adequate insurance is in place.</li><li>• Conduct own Health &amp; Safety checks.</li><li>• Carry out visits to ensure progress of students is monitored.</li><li>• To provide extra support and guidance if required.</li><li>• Provide written assurance that identity and background checks on the student have been completed with KCSIE</li></ul> | <ul style="list-style-type: none"><li>• Manage communications between the schools and the ITT provider/Secondary school.</li><li>• Offer or decline placements after initial enquiry subject to Enhanced DBS disclosure and photo ID being received.</li><li>• Attend induction session/s or training.</li><li>• Hold induction meeting with student to be shown around school and briefed on professional conduct, and discuss Health &amp; Safety and Safeguarding policies</li><li>• Monitor the progress of the training plan and responding positively to any issues that arise.</li><li>• Conduct lesson observations and feedback as set out in the Higher Education Institutions requirements.</li><li>• Brief class teachers regarding any specific needs of the student.</li><li>• Ensure students receive clear instructions from class teachers regarding their role in the classroom.</li></ul> | <ul style="list-style-type: none"><li>• Present current, clear Enhanced DBS disclosure and photographic ID.</li><li>• Communicate with school and training provider to inform of absences or changes to routine.</li><li>• Arrive punctually and neatly presented.</li><li>• Conduct themselves in a professional manner and maintain a professional, fair relationship with children.</li><li>• Inform class teachers in advance of any additional duties required such as observations or reports.</li><li>• Carry out duties as directed by the class teacher or student placement coordinator.</li><li>• Follow the example set by the class teacher and act as a role model for children.</li><li>• Read and follow policies set out by school e.g. marking policy,</li><li>• Read and follow current Health &amp; Safety, Safeguarding and Child Protection policies.</li></ul> |

The main contacts for the young person on placement are:

Student Placement Coordinator (Currently Miss Evans)

The teacher of the class the student will be based in.

## **Procedures**

### Consideration stage

Before a young person is accepted to undertake a placement, the following procedures will be completed:

- Highfields will have communicated with and completed relevant paperwork given by universities in regard to placements or the young person will apply in writing for a work placement at Highfields (Appendix 1). Contact with their school will be made for references if this is deemed necessary by Highfields.
- The Student Placement Coordinator and the class teacher who will be supervising the student will accept this responsibility after taking into account their upcoming lessons and tasks.

### The first day

- On the first day of their placement, the student will sign-in at the office and report to the Student Placement Coordinator.
- The Head Teacher/ Student Placement Coordinator will ensure that the student has read and understood the school's Child Protection and Safeguarding Policy, as well as all relevant parts of the Staff Handbook. Pertinent points in this handbook will be raised and discussed if necessary. (An information sheet will be provided.)
- The student will sign a declaration that they have read and understood this policy.
- Written information to assist the young person during their placement will be given (i.e. this policy; a school map, timetable, staff handbook, etc.).
- The student will be shown to the classroom where they will be completing their work experience.
- Placements may comprise a number of weeks or days, or could be arranged for a number of days per week for a set number of weeks.
- Students on placement will be given experience in as broad a range of activities as possible.
- The student will be asked to complete code of conduct appendix 1; appendix 2 and provide photo ID and DBS (where applicable.)

## **Internet use and social networking**

Young people on placement are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails. The school's Handbook and E-Safety policy will be adhered to at all times.

Care and attention will be taken while using social networking sites – the school's E-Safety policy will be adhered to at all times. Use of these sites will not involve communication regarding employment at the school or any activities which may bring the school into disrepute or may cause questions regarding the individual's suitability to work with pupils. Students will not attempt to contact pupils or their parents via social media or email, or make arrangements to meet outside of school.

## **Child protection and safeguarding**

The school will have regard to the DfE's statutory 'Keeping children safe in education' guidance. School will ensure that the student's education provider has obtained an enhanced DBS on behalf of the student before they begin their placement.

All students on placement will be made aware of the school's child protection policies and who the school's DSL is.

## **Welfare and safety of pupils and those undertaking their placement**

The school aims to ensure that activities are planned properly and safely, and that young people undertaking placements are informed of these plans.

Students on placement will have access to a member of staff, should they wish to discuss difficulties or report on issues that may arise.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, all those undertaking a placement should:

- Sign-in and out of the building at the school office.

- Wear their visitor's sticker at all times.

### **Health and safety**

Students on placement are required to comply with the school's Health and Safety Policy. They will be made aware of emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular task (e.g. while in a cookery class).

The student will also be asked to read the school's Health and Safety Policy and sign a declaration to certify that they have understood and will comply with this document.

Students are insured for the same activities as teachers, covered by Employer Liability Insurance. The school policy is available to view in the school office.

### **Absence**

If a student on placement is unable to attend for any reason, they are required to inform the school by calling the school office on 01215591037 before 8.00 am and leave a message on the attendance line. Teaching placement students should also inform the class teacher they are in the class of.

If, for any reason, a student is called away while working at the school, they should inform their supervising member of staff and the school office before leaving the premises.

### **Confidentiality**

All information on individual pupils and members of staff is confidential and the sharing of data is protected under the Data Protection Act 2018 and GDPR. Anyone undertaking placement is not permitted to discuss children's or staff members' personal information with other professionals in the school. In addition, such information should never be shared with anyone outside of the school. Any individual who breaks this confidentiality rule will be asked to leave the school.

There may be instances where students must pass information to the Head Teacher, Student Placement Coordinator or class teacher. These include incidents where a child is bullied or when a child discloses that he or she is being harmed in any way. Young people on placement are advised not to report this to the child's parents but to instead inform the class teacher or DSL as soon as possible.

### **Equal opportunities**

As per the school's Single Equality Policy, we do not tolerate discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation as per the Equality Act 2010. Additionally, though not a protected characteristic under the Equality Act, the school will not allow social and financial status to be discriminated against. All students on placement are required to make a commitment to this policy and treat everyone with respect at all times.

### **Monitoring and review**

This policy is reviewed on a 3-year basis by the Student Placement Coordinator, who will make any necessary changes and communicate these to all members of staff.

All students are required to familiarise themselves with this policy before beginning a placement at the school.

The next scheduled review date for this policy is March 2025.

## Student Code of Conduct

All those completing placements are expected to maintain high standards of behaviour and conduct while involved in activities at the school. You should:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other members of the school and make them feel valued.
- Be approachable, pleasant and a positive role model for pupils.
- Adhere to all school policies.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all pupils and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes professional, healthy and safe working practices. The dress code in the staff handbook should be complied with.
- Accept and follow directions from the class teacher providing supervision, as well as any other staff members at the school, and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising class teacher any potential hazards in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the school.
- Conduct work in a co-operative manner.
- Ensure your mobile phones is turned off while work experience tasks are performed and during class time.

You should never:

- Shout, hit, threaten or manhandle a pupil.
- Take photographs in school without the prior permission of the Head Teacher.
- Develop 'personal' relationships with pupils.
- Work with pupils when you are not in the proper physical or emotional state to do so, for example, under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Behave in an illegal, improper or unsafe manner, for example, smoking or drinking alcohol.
- Share your personal contact details with pupils or make personal arrangements to meet children outside school.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Present for work under the influence of drugs or alcohol, including hangovers.
- Give or receive (other than 'token') gifts.

## Declaration

I declare that I have received, read and understand the terms and conditions of this code of conduct.

I understand my obligations under this code of conduct and agree to comply fully with them whilst I am undertaking work experience at Highfields Primary School. I also confirm that I have received and read school's Child Protection and Health and Safety policies.

Signed:

Date:

Highfields Primary School, Beeches Road, Rowley Regis, B65 0DA

|  |        |
|--|--------|
| Name   |        |
| Address  |        |
| Date of birth  |        |
| Telephone  |        |
| Email  |        |
| Duration of placement required (please indicate total hours and/or days) |        |
| Preferred dates  |        |
| Preferred age range/key stage (please leave blank if no preference)      |        |
| Name and address of current School/College/University                    |        |
| Reason for requesting work experience/expected duties                    |        |
| Name and type of qualification working towards (if applicable)           |        |
| Do you have a recent DBS disclosure?                                     | Yes/No |
| Are you under 16?  | Yes/No |
| If yes: DBS Number   | Date   |
| Do you have any relatives or friends currently at Highfields?            |        |
| Please give name and year/class.   |        |
| Any additional requirements for the placement?                           |        |

If you have any queries, please email [Sian.FaulknerEvans@highfields.sandwell.sch.uk](mailto:Sian.FaulknerEvans@highfields.sandwell.sch.uk) or contact the school on 0121 559 1037.

## Appendix 2

### Student Placement Confidentiality Agreement

In agreeing to work as a volunteer or student at Highfields Primary school, I become a member of a team that works to provide quality education. I understand that my role is one of support for the school staff and children.

I will respect the confidentiality of staff and children at all times and will not discuss or divulge any information or activity which occurs at school. I will respect the rights, privacy and dignity of all members of the school community.

Name .....

Signed..... Date.....



