LORETTO STUDENT POLICY		No. 49
Date Reviewed: October 2019	**Next Due:** October 2022	**Approved:**

The Organisation is keen to provide placements for students in social care and related areas as we recognise the benefits this brings to existing practises of the Organisation and to social care generally.

Working with a student is one way in which we can make a real and valuable contribution to the development of the skilled workforce. It is an important role to undertake that is not just about helping a student with their learning; it is also about contributing to decisions about who can enter the workforce.

The importance of this role is reflected in the Code of Practice for Social Service Workers (SSSC 2005), which clearly says that everyone has a duty to contribute to the learning of others.

Supporting practice learning helps workers with their own professional development and can provide teams with an opportunity to develop and improve services. Workings with students can also contribute to the development of a learning culture; students have new ideas and bring a fresh perspective to the work. In addition, providing a placement can raise awareness of the work or your organisation, and even contribute to effective recruitment in the future.

To ensure that the Organisation and the students maximise the potential of the placement, the following guidelines will be adhered to.

PLACEMENT

Prior to agreeing to a placement, the service/section manager should discuss the impact of the placement with his/her line manager. This discussion will take into consideration how settled the service/section currently is, the likely impact of the placement on the service user group and the resources required to ensure a successful placement. Potential placements must be agreed by Care Services Manager / Section Head.

MEETING WITH STUDENT AND TUTOR / PRACTICE TEACHER

Having agreed the placement in principle, an initial pre-placement meeting will be arranged with the student and his/her tutor and/or practice teacher and the service/section manager.

This meeting will cover areas such as: -

- Length of Placement
- Professional Boundaries

- Objectives
- Learning Outcomes
- Ongoing Supports Required
- Number of Liaison Meetings
- Sickness Procedures
- Insurance Requirements
- References
- Enhanced Disclosure Check (current)
- Placement Supervisor
- Culture of Loretto
- Confidentiality
- Resolution of Complaints/Disciplinary Issues

SUPERVISOR RESPONSIBILITIES

The student's supervisor will not necessarily be the service manager / section head and where this is the case, the supervisor must ensure that the service manager / section head is kept regularly updated on the progress of the placement and is invited to ongoing liaison meetings as appropriate.

The responsibilities of the supervisor are to: -

- Discuss the placement with service users and get their signed consent to student involvement in their care.

- Review service user consent on a 4 weekly basis.

- Discuss the placement with the current staff group and outline the roles, responsibilities and expectations of the student and each individual staff member.

- Check references including a copy of valid Disclosure Certificate from the College / University or placing body.

- Check public liability insurance cover.

- Adapt current induction procedures to the specific placement.

- Arrange and attend on-going liaison meetings.

- Provide placement guidance and formal supervision.

- Ensure placement objectives are agreed, prioritised, evaluated and met.

- Resolve any practice issues and complaints/grievances timeously.

- Ensure line management are kept fully informed of the progress of the placement, supplying reports to line management.

- Ensure ongoing evaluation of the placement to ensure it continues to meet with the service / section and the student's needs.

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- Ensure that the student receives the Organisation's proforma student contract and any policies / procedures relevant to the placement.

PLACEMENT EVALUATION

At the conclusion of the placement the supervisor will collate an overall report on the progress of the placement including: -

- The effect on service users and staff
- Student progress
- Whether learning objectives and outcomes were met
- Benefits of the placement to Loretto
- Benefits of the placement to the Student
- Learning outcomes for the supervisor and Organisation
- Areas that should be highlighted in future references for the student
- Recommendations for future placements

This evaluation report should be completed within 4 weeks of conclusion of the placement, discussed with the external line manager for the service section with a copy of the report sent to the student, tutor/practice teacher and a copy forwarded to the Learning and Development Manager.

STUDENT CONTRACT

Dear

RE: STUDENT PLACEMENT @ _____

We are pleased to offer you a placement at / in our _____ service / section.

Your placement will commence on the _____ and finish on the

_____ . You are expected to complete

an _____hour week during the placement covering various shifts.

While working with the Organisation you will be expected to adhere to the following legislative requirements and internal policies and procedures: -

• SSSC Codes of Practice for Social Care Workers
• Sickness / Absence reporting
• Health & Safety
• Confidentiality and Information Sharing
• Good Practice
• Whistleblowing
●   Drug and Alcohol

These are included in this letter for your reference and will be discussed in depth during your induction.

You are also expected to adhere to the Core Values of the Organisation which are also included for your reference.

Your supervisor throughout the placement will be _____ and you will

be expected to meet with him / her on a _____ weekly basis.

There will also be regular liaison meetings with your tutor / practice teacher as agreed at your placement meeting.

We will provide a _____ week induction to the service / section and this induction will detail your role and responsibilities and give you a broad overview of social care practices in line with SSSC guidance.

While working at the service / in the section, you will work directly with service users but will not assume the role and / or responsibilities of a keyworker. However, you may work within this role / shadow Support Workers undertaking this role.
You will only work directly with those service users who have signed a consent form to this effect and this will be arranged by your supervisor.

You will be expected to adhere to the policies and procedures of the service / section and to ensure that every opportunity is taken to enhance the learning outcomes of your placement.

Expenses which are incurred as a result of direct work with service users will be reimbursed provided that the necessary authorisation has been obtained in advance of incurring the expense – please refer to our Petty Cash Policy.

If you have a complaint or grievance regarding any aspect of the placement, you should bring this to the immediate attention of your supervisor, and if it cannot be resolved at this level, you are expected to follow the outlined policies and procedures of the Organisation in this regard.

We would like to welcome you to the Organisation and hope that your placement with us will be a positive one.

We would ask you to report to _____ at our _____ service on

the _____ at _____

Yours sincerely

(Supervisor Signature)

Copy to: Learning and Development Manager

Lorettohousing

Lorettocare

SERVICE USER CONSENT TO STUDENT PLACEMENT

Service User Name _____   Service / Section _____

I am aware that student _____ will be on placement in the service /

section from _____ to _____

During this time, I am willing to give my consent to the student: -

a)   Having access to my notes   Yes/No.

b)   Being directly involved in my care   Yes/No.

I am aware that I can withdraw my consent at any stage and will do this by completing the withdrawal notice below. The student will adhere to Loretto policies and procedures, including confidentiality.

Signed _____ Date

WITHDRAWAL OF CONSENT

With effect from _____ I now wish to withdraw consent for student

a)   Having access to my notes.

b)   Being directly involved in my care.

(Please delete as appropriate)

Signed _____ Date _____

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Service Management /Section Head Pre-Placement Student Checklist

Area	Procedures Area for consideration
Student placements have defined aims and objectives	Are there defined aims and objectives for the student placement? Do you have clear criteria and capacity for accepting students? Have you identified the type of placement you can offer?
Student placements complement the role of staff	Has the student's role been defined and distinguished from the role of staff? Can the placement opportunity be used to contribute to service development e.g. through projects that would not otherwise be possible?
The student placement policy should be aligned with and underpinned by other organisational policies (e.g. health & safety, equal opportunities) and the organisation's overall strategy	Have clear links been made between the student placement policy and other relevant organisational policies, procedures and strategy? Are you familiar with the student placement policy of the placing body, and are they aware of yours?
Students should be adequately prepared to undertake their role	Has a visit been organised prior to commencement of the placement? Is induction in place to ensure that the student is introduced to the organisational practices and procedures? (SSSC, 2007b) Is there a clear understanding of roles and boundaries, and issues of confidentiality? Is there a student contract in place?
Staff should be adequately prepared to support the student placement	Do you involve all relevant staff in planning support for student placements? Are staff aware of any specific role they may play in relation to the placement?

Allocation of supervisor/link supervisor	Does the student have a named supervisor, and where appropriate a link supervisor, who is accessible? Has the supervisor the resources and capacity to do the job?
Adequate opportunities for the student to learn and develop should be provided	Is regular supervision in place? Is there a learning agreement setting out expectations of the placement and a placement plan? Does the student have access to adequate resources?
Links should be established between the placing and placement agency	Has the supervisor been adequately briefed by the placing organisation? Have meetings been organised between supervisor, tutor and student?
Involvement of service users and carers	Have service users and carers been asked about the student placement? Has informed choice been addressed? As appropriate, and with adequate support and preparation, do service users and carers play a role in the student's learning and assessment?
Risk assessment	Is student subject to the organisation's risk assessment procedures? Is appropriate insurance cover in place?
Reference to relevant legislation, codes and standards	Is there an opportunity to discuss and apply relevant legislation, codes and standards?
Disclosure checks where required	Are there procedures in place to manage Disclosure checks?

Claiming expenses	Are procedures in place to enable the student to submit expenses claims as appropriate?
What happens if there are difficulties, or if a placement doesn't work out?	Are there clear procedures in place for the student, supervisor and placement organisation to deal with difficulties that may arise? Is there a process for dealing with complaints from student, tutor or staff member?
Monitoring, assessing and evaluating the placement	Are procedures in place for monitoring and assessing the student? How will the placement be evaluated?
Monitoring the policy	Are there organisational monitoring and review procedures in place for the student policy?
Documentation	Are there procedures in place for documentation of placement progression?
Student contract	Is there a signed student contract which establishes clear roles and responsibilities for the student?