



STUDENT PLACEMENT POLICY

DATED:SEPTEMBER 2023

MINUTE NUMBER APPROVAL: 1922/10

REVIEW DATE:SEPTEMBER 2026

Aims

- 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.

Arrangement of student placements

Any adult volunteer wanting to carry out a placement at the school will need to contact the school office. The email address of the placement coordinator will be given to the volunteer to request a placement. The students will then be either contacted to attend an initial meeting, or declined a placement. Placements will be immediately declined if a DBS clearance has not been obtained. An enquiry form (See Appendix 1) will be completed. A copy of this will be held by the placement coordinator and another copy given to the office manager with a copy of the volunteers CRB and photographic ID.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the teacher as to how an activity is carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further guidance from the teacher in the event of any query regarding children's understanding of a task or behaviour.

Health & Safety

Students who are successfully offered placements are briefed on the school's current Health & Safety policy during an initial

meeting. The student placement coordinator and class teachers will ensure that volunteers are clear about emergency

procedures (e.g. fire alarm evacuation) and about safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Students need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/head teacher.

Safeguarding

Students are briefed on purpose and content the school's Child Protection and Safeguarding policy during an initial meeting. Following these policies is a condition of their placement.

Safeguarding measures are in place to contribute to the safety of all our children.

Every student who comes into school must to report to the office each morning and sign in. Students will be requested to leave a copy of photographic identification available in the office for verification of identify before their first day on placement. They must also sign out each time they leave the school premises.

It is important that students share any concerns over child protection with the class teacher or Head teacher immediately and not with the parents of the child or any other person outside of school. Students are required to maintain confidentiality and will therefore not have details of child protection issues disclosed to them. Students are required to sign a confidentiality agreement (See Appendix 2) before beginning their placement. Students are never placed in the same class as a friend or relative in the school and are not to be left alone with a child or group of children.

Insurance

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.

APPENDIX 1

HADFIELD INFANT SCHOOL**MERSEYBANK ROAD****HADFIELD****GLOSSOP****DERBYSHIRE SK13 1PN****WORK EXPERIENCE ENQUIRY****NAME:****ADDRESS:****DATE OF BIRTH:****TELEPHONE:****e-MAIL:****DURATION OF PLACEMENT REQUIRED: [INDICATE TOTAL HOURS/DAYS]****PREFERRED DATES:****PREFERRED AGE RANGE/KEYSTAGE:****NAME OF CURRENT SCHOOL/COLLEGE:****REASON FOR REQUESTING WORK EXPERIENCE/EXPECTED DUTIES****NAME/TYPE OF QUALIFICATION WORKING TOWARDS:****DO YOU HAVE A RECENT DBS DISCLOSURE?: YES/NO****IF YES DBS NUMBER: DATE:****DO YOU HAVE ANY FRIENDS/RELATIVES/ASSOCIATES AT THE SCHOOL?****IF YES PLEASE PROVIDE DETAILS****ANY ADDITIONAL REQUIREMENTS?****FOR ANY QUERIES e-MAIL [admin@hadfield -inf.derbyshire.sch.uk](mailto:admin@hadfield-inf.derbyshire.sch.uk) OR PHONE 01457853958**

APPENDIX 2

Student Placement Confidentiality Agreement

In agreeing to work as a volunteer or student at Hadfield Infants 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.....