



Student Placement Policy

REVIEW	SUMMER 2017
HEADTEACHER	
SENIOR LEADERS	
GOVERNORS	



STUDENT PLACEMENT POLICY

Rationale:

Sunningdale are committed to sharing best practice with those wishing to pursue a career within special education. Therefore, students will be welcomed to join our staff and gain experience within our school. We also accept student placements can provide opportunities for staff to develop their own practice.

Students are expected to be associated with a recognised course, through local Universities, Colleges (inc. Sixth form provisions). Placements will be offered after discussions with the appropriate tutors, and close links have been established with the school, college or university.

Procedures:

Students will take part in a placement induction, which will give them the opportunity to read and discuss safeguarding, health and safety, confidentiality, SEN and behaviour policies. On completion of their placement the student will complete an 'exit review.'

All students should have an **Enhanced DBS check**. This will be undertaken by the 'provider.' All students have the responsibility to report any concern that they may have regarding child protection to the class teacher in the first instance and then information should be passed to the designated/deputy designated person (HT/DHT).

Students will be supervised at all times when working with children by a member of staff assigned to them from the class team. All students on placement must adhere to the same codes of conduct as permanent staff and this also applies to time-keeping and dress codes. We require students to keep to our confidentiality policy which must be upheld at all times. All students are encouraged to contribute fully to the school routine. The activities that students will be expected to be involved in will be relevant to their course and the general operation of the school.

Types of Placements

<u>Type of Placement</u>	<u>Reason for Placement</u>	<u>Person Inducting</u>
University teaching students	Partnership	James
SCITT	Partnership	James
Research students	Partnership	James
City of Sunderland College	Partnership	Helen

	BTEC NVQ	
Medical students	Partnership	Glenis
Professional training visits (Educational Psychologists, Social Workers)	Partnership	Glenis
Nursing students		Karen/Kristy

Prioritising applications: How the offer of a placement will be decided

The following factors influence the placements of students. These are:

- The education and emotional well-being of the children within school.
- The day to day activities of the school and its educational obligations
- The amount of support that teaching staff can reasonably be expected to offer to people on placements.
- The desire to maintain and improve good relationships with people who have a personal link with the school.
- The desire to maintain and improve the school's role in the wider community.
- The desire to maintain and improve existing relationships with other educational establishments.

Student Code of Conduct

- Suitable dress and footwear should be worn at all times
- You should be ready to start work at 8.40 and leave no earlier than 3.30 unless you have made special arrangements with your mentor
- You must inform the setting of any absence by 8.30 at the latest
- Doctors and dentists appointments should be booked outside work hours unless an emergency
- Any personal/private information gained within the setting needs to be treated with the strictest confidentiality
- All members of staff, parents and children should be treated with respect
- Ensure that you are aware of appropriate behaviour such as modelled by other staff members.
- Ensure you familiarise yourself with procedures and policies.

