

STUDENT PLACEMENT POLICY

Review Date: December 2028
Agreed by LGB: December 2025
Source: Schools

Respect, Compassion, Courage, Responsibility

At Halsford Park we provide work experience placements for learners from: schools; colleges; adult education; other work experience or vocational qualifications; universities; and to individuals seeking to gain experience of primary education.

Our aim is to ensure that we provide the best service to students while ensuring that their placements are of mutual benefit to both the school and the individual. In accepting students we cement our links with other organisations in the community and develop partnerships which provide professional support to colleagues both in the immediate and extended learning environment.

An agreed placement is an important part of a student's training and career development. We commit ourselves to providing the appropriate support and development opportunities for those who work with us. In return we expect to see commitment, enthusiasm and professionalism from them and for our Core Values to be followed. We also expect candidates to adhere to our Staff Conduct/Behaviour Policy and our GDPR policies.

The Trust will accept suitable candidates for placement making judgements based on the following criteria: the professionalism and suitability of the prospective candidates; the learning and development needs of the children; the experience of the class teacher working with the student; the number of other adults working in the class; the physical space available; the attendance/ punctuality record/ commitment of the student; and the ability of the student to provide an excellent role model for pupils.

Depending on the exact requirements of the placement, candidates will generally need to: apply in writing; have their school/college/university/parent or referee confirm their placement; complete an application/induction form; and, on occasion, attend an interview and/or induction meeting with either the Head Teacher, Deputy Teacher, or the teacher in charge of student placements.

Before prospective candidates begin their placement, the school needs to receive: a completed application/induction form providing relevant course, contact and personal details; a contact email or letter from the school/college/university requesting the placement with the relevant tutor contact details; and guidelines from the course provider about the level of support expected from the school. The Trust will also ask candidates to complete a Pecuniary Interest form and to declare if they are related to any pupils or staff within the Trust. The schools will also complete a risk assessment form which can be found as an appendix to this policy.

In line with University practice, all trainee teachers will have an in-school mentor with whom they will have weekly meetings. All students or work experience candidates over 18 are expected to have a DBS check, either supplied by their educational institution or, to have a DBS check run by the Trust, prior to them commencing their placement. Students under 18 are not required to do so. Those students requiring a DBS check, will need to prior to the placement, present the relevant identification and documentation. These students will also be required to attend an induction meeting regarding our child protection and safeguarding procedures, our health and safety policy and practices, including fire evacuation and accident reporting as well as how the candidate can raise a concern. This will usually be undertaken by the Headteacher (DSL) or Deputy Headteacher (DDSL).

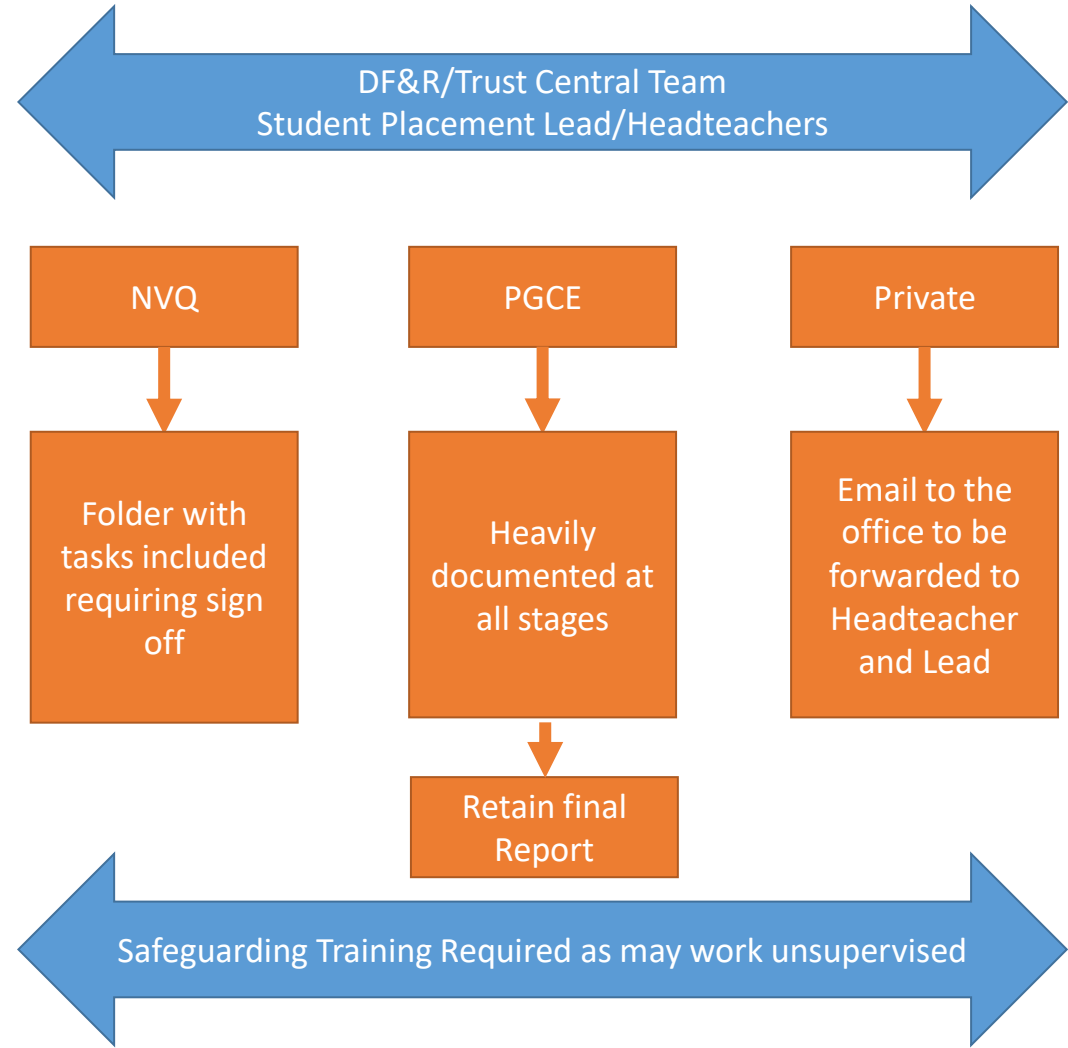
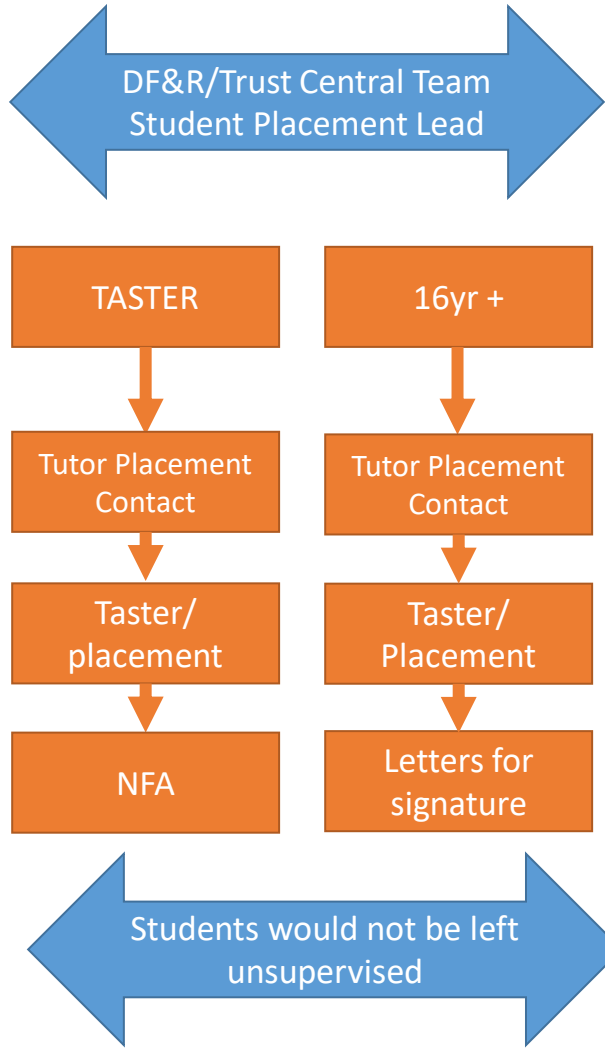
STUDENT PLACEMENT APPLICATION FORM & INDUCTION CHECKLIST

Name of Student			
Institution			
Year of Student			
Name of Placement Tutor			
Contact Details			
Student contact number before and whilst on placement			
Parent/relative contact			
Personal email contact			
Accommodation whilst on placement (if applicable)			
Do you have the use of a car whilst on placement – if yes, please give make and registration			
Qualification you are working towards			
Do you have a DBS?	Yes	No	N/A
Place in (class)			
Dates placed			
Do you have any disabilities for medical conditions that we need to be aware of?			

For Induction/Office Use only:

Halsford Park Mentor	
DBS check (if applicable)	
Health and Safety policy and practice	
Safeguarding policy and practice	
GDPR Policies	
Staff Conduct/Behaviour Policy	
Fire Evacuation Procedures	
Allocated school & class	
Dates of allocation	

STUDENT PLACEMENT FLOWCHART



RISK BENEFIT ASSESSMENT FORM

Location/Activity		Date	
Assessor		Review Date	

ACTIVITY	How will young people BENEFIT from this activity?	Possible hazards	Who is at risk?	PRECAUTIONS in place to reduce the risk of injury	Overall risk RATING: L/M/H
Those within roles as per our student placement policy ("students")	Children will meet a range of prospective students and will be stakeholders in the development of their practice	Children's issues/discussions/behaviour and associated teacher discussions and not being treated with confidentiality	Children and students	University students will receive safeguarding training on starting any placement Other students will have discussions with the student placement lead or member of ELT/SLT at the start of any placement All students will be reminded about using our core values whilst working within school	M
		Being alone unsupervised with children/experiencing inappropriate rough play with children at playtimes		Students with DBS checks may work alone with children but these circumstances will be limited and students will be advised to work alongside another adult where possible. Any student who does not a DBS check will not be permitted to work alone with a child and will be under the supervision of an appropriate adult (member of staff) at all times	M
		Discovery of an injured or sick child that needs help		Students will be advised when starting any placement who is first aid trained and who they should alert if this situation arises. Follow standard first aid practice: e.g. do not attempt to move child if very seriously injured alert first aid qualified adult immediately. If minor injury, consult an appropriate adult.	L
		Vulnerable or distressed child running or otherwise causing disruption		Students will be advised to stand back/move away from the child causing the disruption and not to get involved. Ensure that all other non-involved children in the vicinity are being taken care of and taken to a place of safety if required/instructed.	L

Any further information that should be taken into account for this placement:

Mentor/Headteacher to identify any further information or adaptations that need to be taken into account when offering a placement:

Medical Information for children and staff participating in the activity:

Mentor/Headteacher to identify any reasonable adjustments for the placement:

Students (where appropriate) will be given any necessary medical information or allergy information regarding pupils so that they can ensure the children's safety.

Students will discuss with the class teacher the specific needs of the pupils they are working with.