

**ARK HOUSING ASSOCIATION LTD (ARK)**

**POLICY REF: HR34**

**Version 2.0 – October 2016**

**STUDENT PLACEMENT POLICY**

**POLICY**

**1.0 ARK'S VALUES**

1.1 Our organisational values are the basis for everything that we do from providing housing, care and support to tenants and service users to ensuring that staff have clear standards of performance set. ARK believes that everyone should have the opportunity to lead a happy, healthy and safe life. We value:

- the worth of each person
- trusting relationships
- understanding difference
- challenging oppression
- personal and organisational accountability
- caring for our physical environment
- enjoyment

1.2 All ARK policies and procedures are underpinned by our values and we will ensure that our staff are treated fairly, consistently and in line with our values.

**2.0 PURPOSE**

2.1 ARK is committed to providing opportunities within the organisation for student placements. ARK places value on offering student placements as it recognises the benefits to both the student and organisation. The aim of this policy is to inform all staff of the procedure and their responsibilities when offering student placements.

2.2 ARK aims to develop partnership working with local colleges and universities in offering student placements. ARK recognises that each individual placement will be different depending on the nature of the course of study, identified learning outcomes and the developmental needs of the student.

**3.0 PRINCIPLES**

3.1 ARK believes that the opportunities it provides for students should be satisfying, stimulating and beneficial for the personal development of the student and ARK supervisor.

3.2 ARK recognises that by providing placements it is also creating opportunities for staff development in terms of supervisory skills for non-line managers. However, these opportunities can only be provided when a Department or a Service has the capacity and resources to undertake student placements.

3.3 The role of students should only compliment, not supplement or replace the role of paid staff.

## **4.0 PROCEDURE**

### **4.1 Prior to a placement being arranged**

- The Department or Service will develop links with local colleges and universities to enable a co-ordinated approach to offering placements.
- Prior to any placement being agreed in principle, the Area Manager or Head of Department is responsible for ensuring that the Department or Service is able to accommodate the placement in terms of time, cost and staffing.
- Each student will have a named ARK Mentor, who will usually be an appropriate line manager (see Appendix A for role descriptor).
- Before each placement is formally agreed, a pre-placement meeting should be arranged with the student, College Tutor and Mentor. This meeting should give all parties the opportunity to look at the particular learning outcomes for the student and the role that they will undertake when on placement.
- Before the start of the placement is confirmed, agreement should be reached between the Mentor and the Manager as to the time commitment that will be involved for the Mentor.
- Hours of work, study time and pattern of work should be agreed at this time. Students may be asked to work evenings and weekends but this will be individually negotiated to take into account personal circumstances.

## **5.0 RECRUITMENT OF STUDENT**

5.1 Once a student placement has been arranged between the Manager and the College/University, the Manager is responsible for informing HR of the student's contact details so that the relevant checks can be carried out prior to the student commencing their placement.

5.2 It is expected that all students will be able to provide the following prior to the placement commencing:

- Confirmation from the University/College that they have undertaken a PVG/Disclosure and that the student can work with vulnerable adults.
- Confirmation from the university that the student has completed a PVG/Disclosure
- An ARK reference form completed by a College/ University Tutor
- Proof of eligibility to study/ work in the UK

5.3 Once all of these conditions have been met the student can then start their placement.

## 6.0 CONSENT

### The Priory

- 6.1 Where the student will be working within one of the Priory Departments and will be working with sensitive data the manager should ensure that appropriate consent is obtained from the parties concerned.

### **Service User**

- 6.2 The service user should be advised about any student who is likely to be involved with their care and the fact the student may need information about the service user, for the purposes of fulfilling their course requirements.
- 6.3 In order to share personal data informed consent must first be gained from the service user or, where appropriate, their legal guardian or nominated attorney. This means that the service user has been provided with sufficient information to enable them to understand what they are consenting to. In order to share personal sensitive data explicit consent must be gained. This will usually mean written consent evidenced by completion of ARK's Sensitive Data Consent Form (see Appendix B.)
- 6.4 Further information in relation to the requirements which must be fulfilled prior to sharing data or sensitive personal data with a student are set out in ARK's Openness and Confidentiality Policy and Data Protection Procedure.
- 6.5 The service user should be given a copy of any written consent given by them, and a copy should be placed in the individual's Care File.
- 6.6 If there is a doubt as to whether the service user is able to give consent, consideration must be given to whether the service user has the capacity to:
- Make this particular decision
  - Understand and retain the information relevant to the decision
  - Understand the consequences of deciding one way or the other
  - Communicate the decision they have come to
- 6.7 Where an individual has been assessed as not having the capacity to make an informed decision, then decisions to disclose can be made by:
- The service users' Welfare Guardian
  - A Welfare Attorney
- 6.8 A service user has the right to refuse information being shared with the student. If that is the case, they must not be coerced and their refusal must be clearly noted in their Care File.

## 7.0 ROLES AND RESPONSIBILITIES

### **Placement Mentor**

- A formal induction plan will be drawn together by the student and ARK Mentor within the first week of placement. This will include going over the following
  - Protection of Adults At Risk policy

- ARK's Openness and Confidentiality Policy
  - Data Protection Procedure
  - Scottish Social Services Code of Conduct
  - Health and Safety
  - ARK Code of Conduct
  - Absence Management Policy
  - ICT Policy
- Students should be made aware of Health and Safety policies and practices within the organisation. ARK has a commitment to ensure that students are not exposed to unnecessary risks while on placement. However, students also have a responsibility not to expose themselves and others to unnecessary risks.
    - An Extra Duty of Care risk assessment should be completed to mitigate any risks that are identified
  - The Mentor will ensure that they meet with the student on a regular basis to provide formal support and supervision as well as on-going ad-hoc support. They will also ensure that any feedback is passed to the relevant Course Tutor in relation to the performance of the student on placement.
  - ARK will liaise with the relevant course Tutor with regard to performance issues. If ARK is concerned about the performance of a student an initial meeting will be called to resolve these issues. ARK maintains the right to terminate a placement should they have serious concerns about the performance or conduct of the student.
  - Whilst students should not normally exceed agreed working hours, time back may be agreed in cases where this has happened due to exceptional circumstances.
  - ARK will meet all reasonable expenses incurred by the student whilst carrying out their duties on placement. These should be agreed beforehand with the mentor and the relevant Head of Department.

### **Student**

- Students are responsible for maintaining the confidentiality of all privileged information to which they are exposed during their placement. This may include information involving a member of staff, service user or other person or details of the overall business of ARK.

Students will be offered the same opportunities to resources as staff such as telephones, e-mail, stationery, web access, in-house training days etc.

- To make contact with the establishment prior to the placement if possible
- To present placement information to their mentor
- To read the adult protection policies and procedures
- To participate in induction activities
- To present their course work / records to their mentor
- To inform the establishment and provider of non-attendance

- To adhere to confidentiality protocols and policy and procedure relating to security of information within the placement setting
- To raise concerns or issues with their mentor
- To exercise reasonable caution when adding anything to a social networking site that may cause undue embarrassment to themselves or the agency

## **8.0 AFTER THE PLACEMENT**

- 8.1 At the end of the placement ARK will complete any evaluations necessary for the Student's college or University within any agreed timescales.

## **9.0 MONITORING AND REVIEW OF POLICY**

- 9.1 Responsibility for monitoring the application of this policy will rest with the Head of Organisational Development.

**Approved by SLT in:**

**March 2018**

**Approved by Board of Management in:**

**August 2018 2017**

**Approved by Unite**

**May 2018**

**Next review of policy due by:**

**October 2019**

## **APPENDIX B**

### **Sensitive Data Consent Form**

**This form can be adapted according to individual circumstances.**

**Sensitive Information Consent Form**

The Data Protection Act 1998 requires Ark Housing Association Ltd to obtain your written consent to keep and use sensitive personal information. Sensitive information falls in one of the following categories:

- racial or ethnic origin
- political views
- religious beliefs
- membership of trade union
- physical or mental health
- sexual life
- any alleged criminal offence
- any legal proceedings connected to an individual.

We will not process or keep any of this information unless you give us your written permission.

The particular type of sensitive information which we propose processing in your case is as follows:

**<INSERT DETAIL>**

We propose processing the information in the following way:

By sharing the information with **<INSERT NAME>** who is a student

The sensitive personal information that you give us will only be used for the purposes you have agreed below.

To allow **<INSERT NAME>** to complete a student placement with ARK

We will not disclose this information to any other person or organisation without your permission. If you object to such disclosure, please tick this box.

We will take reasonable precautions to prevent the loss, misuse or alteration of your personal data.

Please sign here to show that you agree to us using your data in this way.  
I agree to the above use of my data.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_