

HR01b - Recruitment and Selection Procedure - Student Placement

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Owner:	Michael Catlin	Job Title:	Head of People & Organisational Development
To be issued to:			
<input type="checkbox"/> Board of Management <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> ET/SLT <input type="checkbox"/> Head Office Managers <input type="checkbox"/> Head Office Staff <input type="checkbox"/> Finance <input type="checkbox"/> Housing <input type="checkbox"/> Asset <input type="checkbox"/> ICT		<input type="checkbox"/> OD <input type="checkbox"/> Compliance <input type="checkbox"/> All Care & Support <input type="checkbox"/> C&S Managers (RM, OM, CSM) <input type="checkbox"/> C&S Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Agency Staff <input type="checkbox"/> Unite the Union <input type="checkbox"/> Employee Voices Group <input type="checkbox"/> Other: _____	
Method of Delivery			
<input type="checkbox"/> Learn Pro <input type="checkbox"/> Board Portal <input type="checkbox"/> Line Manager to Share (eg. Agencies)		<input checked="" type="checkbox"/> Policy Owner to Notify (eg. Contractors) <input type="checkbox"/> Other: _____	
Stakeholder Consultation Completed			
<input type="checkbox"/> Board of Management <input type="checkbox"/> All Staff <input type="checkbox"/> ET/SLT <input checked="" type="checkbox"/> Head Office Managers <input type="checkbox"/> Head Office Staff <input type="checkbox"/> Finance <input type="checkbox"/> Housing <input type="checkbox"/> Asset <input type="checkbox"/> ICT		<input checked="" type="checkbox"/> OD <input type="checkbox"/> Compliance <input type="checkbox"/> All Care & Support <input checked="" type="checkbox"/> C&S Managers (RM,OM, CSM) <input type="checkbox"/> C&S Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Agency Staff <input type="checkbox"/> Unite the Union <input type="checkbox"/> Employee Voices Group <input checked="" type="checkbox"/> Other: Policy & Procedure Review Group	

Version Control

Date	Owner	Version	Reason for Change
Nov 2022	Michael Catlin	1	Replacing Obsolete Policy.
Feb 2025	Michael Catlin	2	Cyclical Review.

Summary of Changes

Section	Change
4.2	Procedure number updated from G28 to G24.

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1.0 Introduction

This procedure and associated policy are intended to give Ark Managers and staff clear and straightforward best practice guidance on the placement of students within Ark.

2.0 Learning & Development Requirements

No learning & development requirements have been identified in relation to this procedure. Ark's Human Resources team will coach and mentor new managers in Recruitment and Selection.

3.0 Responsibilities

Managers and employees of Ark need to be aware of their specific responsibilities in line with the following policies:

- Equality & Diversity;
- Recruitment and Selection;
- Openness & Confidentiality;
- Entitlements, Payments and Benefits.

Ark will therefore endeavour to ensure that all managers and any employees who are involved in the placement of students are given appropriate support in order to ensure a smooth transition into the services for the supported people and a fantastic learning experience for the students.

4.0 Student Placement

4.1 Before the Placement

Before accepting a student placement, the relevant manager should review if they have capacity to provide a meaningful placement within their service or department and the skills and time to supervise, mentor and support a student placement. The manager should speak to the student and the placing body to set clear objectives and clarify the expectations in order to provide a placement that will meet the needs and benefit all parties.

The manager is also responsible for assessing if a student placement would be suitable to work with some or all of the people who use Ark's services and gain the required written consent from supported people or their guardians.

Student placements are in addition to the staff team and must not be used in place of employees or relief workers.

Prior to a placement commencing the manager should provide contact details of the student and the placing body to the HR department so they can complete the required checks prior to the start date (Appendix 1). The HR Team will then request a reference for

the student and liaise with them regarding a PVG / Disclosure where the student does not already have one in place. The educational institute will usually be responsible for the PVG checks.

4.2 Conflict of Interest

If there is potential for a conflict of interest then this must be reviewed prior to the placement commencing and, if the placement is to go ahead a connected person's risk assessment must be put in place using G11 - Entitlements, Payments & Benefits procedure.

Situations where a conflict of interest could occur would be for example if the person undertaking the placement were related to another member of staff, a supported person or someone who provides services to Ark. A conflict of interest may also arise if a former or current tenant or employee wishes to undertake a placement.

The manager should review any potential conflict of interest and complete any risk assessments required prior to confirming a placement.

4.3 Commencing the Placement

The line manager is responsible for ensuring that the student is given a full and robust introduction into the service or department. This should include information and expectations in relation to: Health & Safety, Confidentiality, Code of Conduct, ICT use, SSSC Codes of Conduct if applicable, requirements of the team & the role and the standards of behaviour that are expected. Records should be kept of the induction.

A copy of the placement agreement should be read, understood and agreed by the student, the manager and the placing body prior to the commencement of the placement (Appendix 2). Managers must ensure they retain a copy of Appendix 1 as it holds emergency contact details.

The educational institute may also require the line manager to complete paperwork, and this should be completed as requested with a copy of the completed documents sent to the HR Team.

Anyone on placement with Ark is expected to familiarise themselves with our values and vision and act in accordance with these for the duration of the placement. Ark's values and vision should be part of the tailored induction process for students on placement.

Although not an employee, anyone on placement will be subject to and accountable under Ark's policies, procedures and practice expectations. Anyone on placement must operate in line with Ark's Staff Code of Conduct, the SSSC Codes of Practice, if applicable, and must conduct themselves in a way that is person centred, respects confidentiality and promotes equality & fairness.

If a student has any concerns throughout their placement about either the placement itself or any wider concerns regarding the service or supported people, these should be reported to the manager of the service in the first instance. If there is no satisfactory outcome or the

student feels that they are unable to speak to the manager, then they can speak to a more senior manager or contact the HR team.

During the placement the line manager is responsible for supervising the student and ensuring the objectives are met. The line manager should liaise with the placing organisation as agreed and is responsible for contacting them if, for any reason, the placement needs to end earlier than expected.

4.4 Ending the Placement

Most placements will come to an end on the date agreed at the outset.

In certain circumstances, the manager may bring the placement to an end at an earlier date if the behaviours or values of the student are called into questions or where the service or department can no longer support the placement. Where there is an actual or perceived risk to the organisation a placement can be ceased immediately.

4.5 Terms and Conditions

If a student wishes to apply for an established or relief role at the completion of their placement, they should follow the usual recruitment procedure (see HR01 & HR01a, Recruitment & Selection Policy and Procedure).

5.0 Consent

5.1 Corporate Functions

Where the student is placed within one of the Corporate Functions within the Lochside and will be working with sensitive data the manager should ensure that appropriate consent is obtained from the parties concerned. Further advice can be obtained from the HR Department.

5.2 Supported Person

The Supported Person 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 Supported Person, during the course of their duties.

In order to share personal data informed consent must first be gained from the Supported Person or, where appropriate, their legal guardian or nominated attorney. This means that the Supported Person 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 (Appendix 3). This completed form must be sent to HR.

Further information in relation to the requirements which must be fulfilled prior to sharing data or sensitive personal data with a volunteer are set out in Arks' Openness and Confidentiality Policy (G13) and Data Protection Policy(G24).

The supported person should be given a copy of any written consent given by them, and a copy should be placed in the individual's Care File.

If there is a doubt as to whether the Supported Person is able to give consent, consideration must be given to whether the supported person 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.

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 Supported Person Welfare Guardian;
- A Welfare Attorney.

A Supported Person 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.

6.0 Implementation and Review

6.1 Implementation

The Head of People & Organisational Development is responsible for ensuring this procedure is implemented when required.

6.2 Review

The Head of People and Organisational Development will ensure that this procedure is reviewed at least every three years.

Appendix 1 – Placement Form

All students should complete sections A and B. You should pass this to your tutor to complete part C and then return the completed form to the manager.

Section A: Student Details: To be completed by the student.

Name of Student	
Contact details of Student	Address: Postcode: Email: Telephone number:
Emergency contact details:	Name: Relationship: Email: Contact number: Alternative contact number:

Section B: Placement Organisation Details: To be completed by the student.

Name of University / College / School	
Address of University / College / School	
Title of the course being undertaken:	
Duration of Placement Required (hours / weeks / months etc.)	
Name of Tutor	
Contact details for Tutor	Email: Telephone:
Do you give permission for us to request a reference from this tutor: <i>If no please submit alternative referee details to HRTeam@arkha.org.uk</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section C: Declaration: To be completed by the tutor named in section B.

I can confirm there is a satisfactory PVG in place for the above named student:	<input type="checkbox"/> Yes <input type="checkbox"/> No
I will contact Ark should the student be investigated or charged with any offence which would have an impact on their work with vulnerable people: Date	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of Tutor:	

Section D: Service Details: To be completed by the manager.

The service the placement will be undertaken in:	
The line manager of the service is:	
All relevant supported people have been notified and given consent:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Student Signature:	Date:
Line Manager Signature:	Date:

Please return this form to the HR department. Once the reference has been returned to the HR department a member of the team will contact the manager.

Appendix 2 – Placement Letter

Dear

STUDENT PLACEMENT

I am pleased to confirm the offer made to you for a student placement based at the xxxx service.

1. Your placement commences/commenced on xxxx and is expected to last until xxxx.
2. Your expected hours of work will be arranged with you on a weekly basis by xxxx, Care & Support Manager, and xxxx College/University in order to fulfil your course requirements.

During your placement with Ark, your Mentor will be xxxx, xxx, who will be your first point of contact at the services should you have any questions.

3. It is your responsibility to inform your Mentor of any changes to your personal circumstances (e.g. change to address, telephone number or availability).
4. You are required to conduct yourself at all times, and to carry out the duties and responsibilities of your placement, in accordance with the standards laid down by Ark which are attached.
5. During your placement with Ark you may become party to sensitive or personal information, and are therefore required to observe confidentiality at all times. Failure to do so may result in your placement being terminated by Ark.
6. Should you wish to raise a complaint or grievance at any time during your placement, please speak to your Mentor in the first instance. If they are unable to resolve the problem, they will refer the matter to the Manager.
7. We have received a satisfactory PVG Record, however should you, at any point in the future, be charged with any criminal offence, you should declare this to your Manager immediately.

Please find enclosed the Social Services Council Code of Practice for both Employee's and Employer's. Ark Housing Association's Health and Safety Policy is available at your place of work.

Could I ask you to please retain one copy of this letter and sign the other copy and return it to the HR department in the envelope provided.

I take this opportunity to welcome you to Ark and wish you well in your placement.

Yours sincerely,

Michael Catlin
Head of Organisational Development

I acknowledge receipt of my Student Placement letter and confirm I have read and understood the information contained in it. I understand this document contains information only, and does not constitute a contract of employment with Ark.

Signed..... Name Date.....

Student Placement Agreement

Student Responsibilities

- To conduct themselves in a professional manner at all times.
- Comply with all arrangements negotiated for their placement and to do their best to make the placement a success.
- Abide by the rules and regulations of Ark Housing Association including normal working hours, code of conduct and rules of confidentiality.
- Be responsible for their own health and wellbeing and that of the people they come into contact with during their placement and to adhere to health & safety policies and procedures.
- Communicate appropriately if they encounter any problems or changes regarding their placement.

Ark Responsibilities

- We will provide a placement that meets the agreed learning outcomes.
- We will provide the student with a full and clear induction, including health and safety arrangements, fire precautions and emergency evacuation arrangements.
- To meet our duty of care to the student in relation to the health and wellbeing of the student.
- We will monitor the progress of the placement and consult with the placing organisation where required.
- We will provide a named point of contact for the student for the duration of the placement.
- Feedback to the placing organisation as agreed.
- In cases of serious accidents or incidents involving the student, or breaches of discipline by the student, we will consult with the placing organisation.

Placing Organisation Responsibilities

- Define the learning outcomes of the placement in terms of the knowledge, skills and competencies to be acquired.
- We will provide a named point of contact for Ark
- Monitor the progress of the placement and take appropriate action if required

Student Signature:	Date:
Tutor Signature:	Date:
Line Manager Signature (on behalf of Ark):	Date:

Appendix 3 - Sensitive Information Consent Form

This form can be adapted according to individual circumstances.

The Data Protection Act (2018) and UK GDPR 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: _____