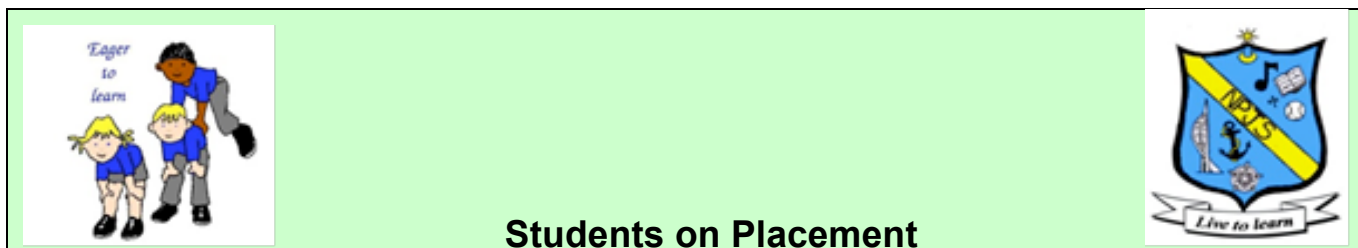


Northern Parade Schools-Students on Placement



Students on Placement

Date	Review Date	Coordinator	Nominated Governor
May 2017	May 2020	Assistant Head	Chair of Resources

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Act 1996
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012
- Special Educational Needs and Disability (Detained Persons) Regulations 2015

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

We are committed to supporting the following students who require a school placement in order to gain experience with working with children and young people:

- Secondary school students who are considering a career in education.
- Students who need experience working with and observing children and young people before they commence a PGCE course.
- Students on the Graduate Teacher Programme.
- Students from overseas who need experience working in English schools.

We encourage the placement of students in order to further their professional development and to give them the opportunity to observe good practice in relation to various areas of the curriculum.

The school benefits from student placement as it enhances the continuing professional development of their mentors, supports pupils by an increased staff/pupil ratio, supports the school with the development of new educational initiatives and is an effective method of

Northern Parade Schools-Students on Placement

promoting and maintaining links with the wider community in the form of colleges, universities and other training establishments.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To support people who require a school placement in order to gain experience working with children and young people.
- To enable students to develop and practice their skills necessary to fulfill the standards set down for Qualified Teacher Status (QTS).
- To encourage the placement of students in order to further their professional development.
- To give students the opportunity to observe good practice in relation to various areas of the curriculum.
- To encourage students to become active members of the school team.
- To enhance the continuing professional development of school mentors.
- To develop links with the wider educational community.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Lead Student Mentor;
- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;

Role of the Executive Headteacher

The Executive Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure the Student Mentor has attended the appropriate training;
- work closely with the link governor and with the Student Mentor in regard to all student placements;
- provide guidance, support and training to all staff;
- monitor the way in which student placement is managed;

Role of the Lead Student Mentor

The Lead Student Mentor will:

- receive training for the role;
- organise placements in the school;
- provide support and advice for all students on placement;

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- liaise with other educational institutions;
- organise an induction meeting for all students on placement and will:
 - provide relevant information about the school;
 - outline the Health and Safety policy, Safeguarding and Child Protection policy and all other safeguarding policies;
 - introduce students to their class mentors who will provide:
 - continuous support, advice and guidance;
 - observation and feedback of lessons;
 - advice on planning;
 - help with resources.
 - introduce students to all school personnel;
 - explain how their progress will be monitored by the:
 - Class Teacher Mentor;
 - Student Mentor;
 - University/college tutor.
- discuss student progress with the student, the class teacher and college tutors;
- attend the final grading meeting;
- provide support for all class teacher mentors;
- lead the development of this policy throughout the school;
- keep up to date with new developments and resources;

Role of Placement Students

Placement Students will:

- contact the school before commencing their placement;
- attend the induction meeting;
- be expected to arrive punctually every day;
- follow the school staff dress code;
- not use mobile phones in class;
- not give out their personal details;
- not take any still or video images of children or young people;
- not socialise with any pupils outside school;
- not contact any pupil on social media;
- not liaise with any parent;
- not discuss a pupil's progress with any parent;
- report to their Class Mentor if they are approached by a parent;
- report all disclosures to their Class Mentor or Designated Safeguarding Lead;
- report any concerns they have regarding a pupil/s safety, wellbeing and protection to their Class Mentor or Designated Safeguarding Lead;

Role of School Personnel

School personnel will:

- comply with all aspects of this policy
- volunteer to be class mentors and undertake appropriate training;

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- learn to take pride in their work;
- produce work of a high standard;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- participate fully in all lessons;
- take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- work in partnership with the school;
- comply with this policy for the benefit of their children;
- be asked to take part periodic surveys conducted by the school;

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website

Training

All school personnel:

- have equal chances of training, career development and promotion

Linked Policies

- Confidentiality
- Dress Code
- Health and Safety
- Safeguarding and Child Protection

Headteacher:		Date:	
Chair of Governing Body:		Date:	