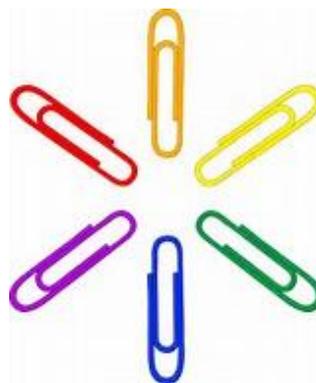




**SECONDARY SCHOOL DIRECT 2017/18**

**WITHDRAWAL OF PLACEMENT  
POLICY & PROCEDURE**



**NAME:**

## **‘Withdrawal of Placement’ protocol**

### When might a trainee be asked to leave school?

In some circumstances it may be considered that the placement is ended by the trainee or the school/alliance and it will be deemed a failed placement. This may also happen where there are serious concerns over professionalism or cases of misconduct.

The following guidance has been devised to promote consistent procedures for responding to challenging professional and personal circumstances that may seriously impact on the trainee’s ability to continue with the placement and not easily dealt with by the cause for concern procedures. The intention is to provide close and prompt collaboration to resolve difficult issues.

### **Withdrawal of a placement could be prompted by the following circumstances:**

- The trainee requests it because of personal or professional issues.
- The school is responding to serious professional incompetence or misbehaviour, which is not covered by the process for responding to a cause for concern.
- With the agreement of all parties (trainee, school and alliance/CPTT), the trainee has been unable to meet actions raised in the support or capability action plan within a reasonable time frame.
- The school is responding to immediate and pressing internal factors.

In all such circumstances, the mentors should discuss the situation as early as possible with the trainee and the WLTA ITT Coordinator to consider the next steps. A *Termination of Placement* form will need to be completed and returned to the ITT Coordinator as soon as possible.

Please note that throughout all of the processes listed above, the aim is to support trainees as much as possible so that they can achieve as strongly as possible by the end of the course. However, we also recognise that for a variety of reasons that this is not always possible and that sometimes the only reasonable or possible outcome is to end a placement. In this scenario the situation should be fully discussed with the trainee to consider the next steps.

**Termination of Placement Form**

<b>Termination of Placement Form</b>			
<b>Name of School</b>			
<b>Name of Trainee</b>			
<b>Name of Lead Mentor</b>			
<b>Reason for termination of placement</b>			
Trainee Signature		Date	
Mentor Signature		Date	
School Direct ITT Coordinator Signature		Date	