



St Anne's School and Sixth Form College

Policy for Students on Placement

Published September, updated September 2018

1. INTRODUCTION

This policy has been produced under guidance from the Local Authority. Employees are responsible for following the standards of conduct laid down in this policy and should understand how this relates to the school ethos, safeguarding and health and safety policies.

St. Anne's welcomes students, into the school and residence. We believe that we can offer valuable learning experiences and receive valuable assistance from them.

2. FUNDAMENTAL PRINCIPLES

We offer an induction package to support students and make every effort to ensure their placements at St. Anne's is enjoyable and informative.

We have put the following measures in place to ensure the safety of our pupils:-

- Security gates onto the site; use the intercom to gain access
- The school, sixth form and residence buildings require fob access to enter.
- Only paid staff are in receipt of fobs.
- Other visitors are required to ring the doorbell to be admitted into the building by a member of staff.
- All volunteers sign in /out of school and residence and therefore wear a visitor's badge or other identification at all times.

3. SCHOOL RESPONSIBILITIES

St. Anne's ensures it will put the following in place, before and during a placement:

- All students on placement from colleges and universities will hold a disclosure certificate - DBS (formally known as a CRB) from their place of study. We require to see a copy of this disclosure before the placement begins.
- All students are covered by the LA public liability and personal accident insurance.
- Risk assessments are in place for individual children and young people, activities, specific equipment and off site visits.
- Students are never left unsupervised at any times with pupils.
- Students are not involved in the implementation of De-escalation Plans or in the

physical management of pupils.

- Students from Y10 and Y11 will not assist with toileting / personal care of pupils
- College students may assist with personal care / toileting of pupils and assist staff with hoisting under supervision, after training. They will not be the lead person during any hoisting procedures.
- All students will be shown around the school by a designated senior member of staff. Together with the student they will read and sign that they have understood the Work Experience placement and Student Volunteer Handbook.

4. MONITORING

In school the Assistant Heads are the persons responsible for all aspects of student involvement. In residence it is the responsibility of the Child Care Manager.

All student placements at the school or residence are arranged in liaison with relevant universities / colleges / schools.

5. USEFUL CONTACT NUMBERS

The school office (staffed from 8.30am to 4.30pm) answerphone at other times.

Telephone 01482 667379

Residence telephone (24 hours) 01482 666217

Fax: 01482 334691

Email: stannesschool.sixthform@eastriding.gov.uk