Ashton on Mersey SCITT Placement and Travel Policy

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Introduction

- This policy relates to the Initial Teacher Education (ITE) programme offered by Ashton on Mersey SCITT. As part of our ITE programme all trainees are required to spend time on placement in schools or educational settings.

Partnership in Initial Teacher Education

- Ashton on Mersey SCITT is a provider of initial teacher education (ITE) at Postgraduate level. This provision is through a partnership consisting of: the trainee teachers, the partnership schools and the school-based mentors, facilitators and link tutors.
- The core activity of this partnership is concerned with the placement, training and assessment of the trainees in partnership schools and Ashton on Mersey SCITT.

Placement of Trainees

- Ashton on Mersey SCITT's partnership schools/settings are spread across a wide geographical area across the North West.
- Ashton on Mersey SCITT will endeavour to provide trainees with the best and most appropriate placements available. Ashton on Mersey SCITT reserves the right to place trainee teachers at any of its partnership schools/settings but will always endeavour to do so in such a way that access to placements is reasonable. Trainees who withdraw themselves from a placement will be deemed as having failed to meet the requirements of the placement.
- All trainees may be expected to make journeys of up to 60 minutes duration from their home address, to reach a placement.
- Trainees are required to make their attendance on a placement their first priority. Personal circumstances and commitments outside of the course must be managed by trainees in a way that does not affect their placement. Trainees are training to enter a profession and are treated as such.
- To allow trainees to fully engage in the professional business of being a teacher it is important that trainees have sufficient time at the beginning and end of a working day to prepare for the day's teaching and to engage in activities such as clearing up classrooms, preparing for the next morning, marking and writing up pupil profiles and assessment records. A trainee should therefore normally expect to be at their school/setting for at least 30 minutes both prior to and following the normal teaching hours.
- On the first day of any illness, trainees must advise the placement school and follow the placement school's procedures for absence and the setting of cover work. Trainees must also inform the SCITT administrator of any illness.
- When a trainee decides that they are unable to attend a placement for an extended period of time, they must inform the programme leader. The trainee will then be advised if their reason for non -attendance is valid.
    - Types of situations likely to be valid extenuating circumstances:
        - Health problems verified by the Occupation Health department
        - Death or serious illness of immediate family member
        - Major household problem e.g. fire
        - Impact of natural disaster

- Circumstances not likely to qualify.
    - These include everyday occurrences and normal trainee pressures such as:
        - Colds, hay fever (unless the effects are severe)
        - Normal placement stress
        - Non serious domestic or personal disruption e.g. moving house, holidays
        - Part time work commitments

- A deferred placement takes place when the extenuating circumstance has been agreed by the Programme Leader.
- A re-sit placement occurs when a trainee fails to meet the requirements of an assessed placement and the decision is agreed and ratified by the strategic board.
- Trainees undertaking re-sit placements will not be able to claim any financial support or contribution towards the costs of attending the placement and in most cases a tuition fee will be levied prior to the placement.

Travel

- Trainees are responsible for arranging their own travel to and from placements.
- Ashton on Mersey SCITT will not be responsible for any personal financial arrangements that drivers and passengers make.
- All trainees who are using their own vehicles to travel to placements are responsible for ensuring that they have appropriate motor insurance cover.
- Ashton on Mersey SCITT does not expect trainees to travel to a placement in a situation where it affects their personal safety. When the police advise that it is not safe to travel, the trainee must notify the school they are unable to attend. In the event that the trainee misses any placement time due to bad weather and/or school closure, they must contact the Programme Leader to ask whether they need to make up for missed days at a later date.

Health and Safety

- Placement providers are employers in their own right. Employers must ensure, so far as is reasonably practicable the health, safety and welfare of their employees. Trainees on placement are classed as employees in this regard and are owed the same duty of care as any employee. The primary responsibility for meeting statutory health and safety requirements within a placement remains with the placement organisation.
- However, trainees on placement have the same health and safety responsibilities as any other employee in the workplace. They must take reasonable care of their own health and safety and of the health and safety of other people who may be affected by their acts or omissions. They must also co-operate with the employer in complying with the employer's legal duties.
- Trainees must familiarise themselves with the health and safety policy and procedures at their placement setting, school or college.
- Trainees must plan for their own health and safety in travelling to and from placement settings.