**Additional guidance for students in terms of placement arrangements in response to Covid-19**

**Working from Home:**

In order to safely work from home you need to be able to ensure that you have a private space in which you can work in order to be able to maintain confidentiality and work in a professional manner. If you have children at home, you need to think about whether it will be viable to work from home during these times and to make the necessary arrangements. While it is hoped that the school restrictions will have been lifted in September, local lockdowns are still a possibility. If you have any doubts about managing in this changing environment speak to your practice educator or tutor. You need to ensure that confidential information is maintained securely at all times and that you have system in place to ensure this. This should include space to make confidential telephone calls without being overheard by household members.

In order to work from home, while the Local Authority will provide a computer system, you need a reliable broadband connection. You also need to the think about your health and safety in terms of having adequate space to work with in a manner that will maintain your own safety and well-being. If you have any specific requirements around reasonable adjustments for disability, if these cannot be made within your home environment you need to make your tutor aware.

**Working From the Office:**

This should be done through agreement with your practice educator, and as the norm for your team. It will be undertaken in accordance with LA Covid-19 procedure to ensure your safety. If you are unable to attend the office (short-term or long-term), please discuss with your tutor and practice educator.

**Working Hours**

Placements require you to be available from 8:30am to 5:00pm, these are still the core hours that you are required to be available and if you cannot make these hours, this needs to be a discussion that takes place within the learning agreement meeting, so that any adjustments can be considered and agreed. While you are working between those hours you should be available on the phone and on email in the same way you would be when working in the office.

**Risk assessment and PPE Personal Protective Equipment**

Your health and wellbeing is very important. As part of the learning agreement meeting, the training and use of PPE will be discussed, so that you have a specific understanding of how the team manages any risk and when this might be required.  If you have any concerns about the arrangements you need to discuss this with the practice educator or with your tutor. You should only be undertaking tasks with PPE having completed the required training and when the necessary equipment is available.

**Supervision arrangements:**

While working arrangements may require you to work from home some of the time, the arrangements for weekly supervision at the start of placement remain the same. You will be expected to come to supervision prepared and with any journal entries sent to the practice educator in advance. While online supervision may be necessary, the basic principles and requirements remain the same. If for any reason your supervision is not happening within the required timescales, you need to discuss to with your practice educator or tutor.