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

**Introductory meeting and PLA meeting**

It is recognised that you are being asked to complete both these meetings during a national lockdown. Whilst we would prefer that the introductory meeting is undertaken within the placement location, we understand that this will not be viable in every case. Please be directed to the Introductory Questions in the module handbook, which you should prepare and anticipate being asked 2-3 questions.

Please arrange the PLA meeting with all parties. This will take place on Teams. Once the date and time is agreed your tutor can set this up. It is helpful to have pre-populated the PLA form before the meeting as it shows organisation and supports the tutor’s chairing of the meeting. You will be expected to take minutes to enable you to fill in the PLA form after the meeting.

**Working Hours**

Placements require you to be available from 8:30 to 5:00.

**Working in the placement location**

On placement you will be required to work within the placement location as per the teams working pattern.

This should be discussed and agreed within the PLA meeting.

**Working from Home**

In order to safety 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. 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, whilst the placement provider will provide a computer system, you need a reliable broadband connection. Please note: you should use your own laptop or mobile to undertake placements activities. You also need to the think about your health and safety in terms of having adequate space to work with in 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 with your home environment you need to make your tutor aware.

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 childcare arrangements.

If you have any doubts about managing in this environment speak to your practice educator or tutor. You will need to add any missed placement days to the end of your placement.

**Supervision arrangements**

While working arrangements may require you to work from home some of the time, the arrangements for **weekly supervision** remain the same.

While online supervision may be necessary, the basic principles and requirements remain the same. You will be expected to come to supervision prepared and with any reflections sent to the practice educator/ uploaded to Pebblepad in advance.

If for any reason your supervision is not happening within the required timescales, you need to discuss to with your PE or tutor.

**Risk assessment**

Your health and wellbeing is very important.

As part of the PLA meeting, the training and use of PPE will be discussed if it required within your placement, so that you have a specific understanding of how the team manages any risk and when this might be required.

You should follow government and placement agency guidelines in relation to wearing a mask and social distancing.

If you have any concerns about the arrangements you need to discuss this with the practice educator or with your tutor.

Please note that from 11 November 2021 where students are **not** **double-vaccinated** they will not be allowed to work within or visit a care home as part of their placement role due to government regulations. If this applies to yourself, please be aware that it is **your responsibility to ensure that you do not attend a care home**.

**Coronavirus Symptoms**

If you are **asked to self-isolate** due to Track and Trace, please do not undertake office-based work or home visits to service users until it expires. You may continue to work at home, but subject to clear agreement with the PE and tutor. This can be placement roles, for example completing written work and making telephone calls. It will be helpful to discuss a project at the start of placement that could be carried out if you are required to self-isolate. You could also bring forward a study day to reduce impact of not being able to attend placement.

If a child or person for whom you have **caring responsibility** is required to remain at home, and you need to care for them, you may work from home with agreement with your PE and tutor as per self-isolate guidance above, provisional that you have a confidential space to work in and are able to work largely uninterrupted, as per working at home section above.

If you are **ill** with Covid-19 symptoms, or another illness, you will be required to take the time off sick and make up the days at the end of placement. Please ensure that you inform your PE and tutor as per agreement within the PLA form.

If you **test positive** for Covid-19, you must inform placement and your tutor and isolate as per government guidance, as this is a legal requirement.

* If you do not have symptoms and feel that you are well enough to engage with a FULL placement day, you may negotiate with your PE to work from home as per when asked to self-isolate above.
* If you have symptoms, you should not resume work until you feel well enough to complete a full placement day. This should be done only through agreement with your PE and tutor.