

Document Name	Student Attachment Policy	
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Policy Statement

Changing Lives is committed to the principles of academic partnerships and working closely with the learning establishments within our communities in order to develop their students and also our colleagues in the support of the students.

In determining whether or not a student attachment is appropriate the Organisational, Project and Course objectives must be taken into account alongside the ability of the project to support the student and their requirements.

A request for a student attachment should come from the University or College the student is attending or from the student/project direct. In view of the differences there can be in relation to course objectives, resource requirements, mode between attachments and placements, the procedure must be adhered to, prior to any arrangements/sign up being made.

A student attachment differs from a volunteer placement in that the work the student is doing is specifically related to their course or qualification and has a direct link to the completion of that course.

All students requesting an attachment, placement or work experience **MUST** be over the age of 18.

Policy Scope

All projects and enabling services are in the scope of this policy.

The policy applies to any form of student attachment or placement from any University, College or educational establishment nationally.

Policy Guidelines

1. Overview

The term 'attachment' is used to describe a planned period of temporary work that someone does to give them experience of the working world or of a particular industry.

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Student attachments are different from volunteering because the main focus is the development of working skills aligned to a specific qualification such as a Degree or Apprenticeship etc...not in helping a charitable cause.

All student attachments should in the first instance be requested by the learning establishment and priority will be given to those that we partner with. Adhoc requests direct from projects or individuals will be reviewed but will be subject to availability of resource and alignment of course outcomes to the project and must be forwarded on a *Student Attachment Request Form*.

All requests must be directed to Learning and Development via learn.mailbox@changing-lives.org.uk and no attachments should be agreed without approval and sign off from the Learning and Development team. Any request for a student to complete research or a written dissertation will also be referred to the Ethics Panel as part of the sign off process.

No student must start with a project without all of the procedures being completed and confirmation received from the Learning and Development Team.

2. Background

Students are sometimes required to carry out attachments within a relevant vocational context to complement their academic studies.

The attachment aims to:

- Enable students to develop as effective, independent and critical professionals
- Enable students to develop employability skills and enhance their learning experience
- Provide insights into the administration, management and working structure of the project or service area to which the student is assigned
- Forge positive partnerships between the academic institution and Changing Lives

Changing Lives is committed to realising the full potential of the student attachments throughout the organisation.

3. Benefits of an Attachments

Student attachments should also benefit the project/service area to which the student is attached.

- Bring fresh perspectives to service challenges
- Encourage us to engage in reflective practice
- Offer theory and research evidence perspectives

4. Roles and Responsibilities

4.1 Student

- Commitment to undertake assigned duties
- Commitment to attend agreed shifts/training
- Comply with Changing Lives Policies and Procedures
- Appreciate the limits of their own skills and knowledge
- Raise any concerns immediately with the relevant person(s)
- Complete all relevant documentation, as requested
- On completion of placement, complete and return evaluation
- Active participation in the placement
- To take reasonable care for the health and safety of themselves and others
- Abide by confidentiality at all times

4.2 Supervisor/Mentor

Each student must be assigned to an experienced member of staff, who will act as the first point of contact for the student and will be responsible for:

- Ensuring provision of sufficient and relevant learning opportunities to achieve agreed objectives
- Overseeing the conduct of the student, including time-keeping, boundaries, professionalism etc
- Verifying attendance by completing relevant and requested paperwork
- Attend any meetings as required by the student's tutor/academic institution
- Carry out student workplace risk assessment and induction
- Liaise with the student's tutor, where necessary
- Provide relevant feedback, if requested

5. Length of attachments

Attachments will vary in accordance with the requirements of the student and their particular qualification/course/requirements.

Working patterns/shifts are to be agreed with the student, project and their attachment coordinator.

6. Payment

Student attachments are not entitled to payment for their time with Changing Lives.

Only expenses incurred as part of the student attachment will be reimbursed i.e. travel to a meeting or between projects/client visits. This does not include travel to and from their allocated placement project.

Where there is a payment to Changing Lives for hosting the student, this will be allocated to the placement project budget.

7. Liability Insurance

Changing Lives' Liability Insurance fully covers student attachments.

8. Risk Assessment

All student attachments must be formally risk assessed and safeguards or control measures introduced as appropriate.

There is a standard Changing Lives Risk Assessment which should be completed by the Mentor/Supervisor for each attachment and a copy forwarded to the Learn mailbox.

Alternatively, where the learning establishment have their own risk assessment form to be completed, this will also be completed and the Learning and Development team will keep a copy of this.

- Students are not to be left to lone work at any time, and all hours of the attachment should be with an experienced member of staff
- Students are not to be utilised as a replacement for a member of staff
- The student should have an opportunity to debrief after each shift in order to discuss the events of the day
- No student should be placed in a situation where there is an obvious risk to themselves or others

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- Staff teams should be made aware that students are not to be asked to undertake any roles or tasks that have not been authorised by their assigned mentor/supervisor or are not in line with the agreed outcomes of the students learning

The only exception to lone working will apply for counsellors in their final year of training, whereby they will be authorised to carry out one to one sessions with clients, once a risk assessment has been conducted.

9. DBS Checks

All students must hold a valid enhanced DBS Certificate, a copy of which should be provided to Learning and Development before the start of the placement. Learning and Development will check the certificate and make a note of the certificate number but will not keep a copy of the certificate.

Changing Lives will not pay for the DBS checks, which need to be organised by the academic institution.

10. Confidentiality Agreement

All students must sign a confidentiality agreement prior to commencing their attachment, this must be done on their first day as part of their induction and forwarded to Learning and Development.

All students must abide by Changing Lives policies and procedures as well as those of their academic institution and all evidenced work must protect the identity of the individuals in line with UK GDPR and Data Protection.

11. Induction

All students must receive a Student Workplace Induction on their morning of the attachment and delivered by their assigned mentor/supervisor. This must be signed and forwarded to the Learning and Development team.

12. Age Restrictions

Due to the nature of our business, Changing Lives are unable to accommodate attachments or placements within projects to individuals below the age of 18.

13. Termination of Placement

If a student or the hosting project no longer wish to progress with the attachment, the Learning and Development team and tutor must be informed immediately.

Any issues or complaints should be raised by the student or the hosting project immediately either with the Learning and Development team or the academic institution.