**Student Placement Checklist**

This checklist is to assist you with the key administrative and induction arrangements required prior to and on commencement of a placement.

**Name of Student:**

**Name of Placement Supervisor:**

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| **Item** | **Notes** | **Date completed or Not Applicable (N/A)** |
| Laptop & Mobile Phone  Please discuss any additional support requirements with the social work academy (such as readwrite software). This can then be arranged for the student for the duration of the placement. | CYP Business Support will set up user and issue laptop & mobile phone  Team administrators should liaise with CYP Business support for the details of allocation & return of all student equipment. |  |
| A copy of DBS, car insurance and MOT must be kept on file for the duration of the placement. |  |  |
| Arrange Liquid logic training | <https://staffnet.gloucestershire.gov.uk/internal-services/the-ict-service/apply-for-applications/liquidlogic-ics/> |  |
| Arrange ID Card access for new starter | <https://staffnet.gloucestershire.gov.uk/employee-information-and-support/security-and-id-cards-for-staff/> |  |
| Order name badge for new starter | Email the General Office stating the employee’s name and the cost centre the badge is to be charged to. [resources.general@gloucestershire.gov.uk](mailto:resources.general@gloucestershire.gov.uk) |  |
| Order parking permit (if required) | <https://staffnet.gloucestershire.gov.uk/social/travelsmart-and-car-parking/car-parking/> |  |
| Complete GCC e-induction  Complete Childrens Social Care Induction | <https://staffnet.gloucestershire.gov.uk/employee-information-and-support/hr-and-employment-handbook/induction-and-probation/> |  |
| Explain communication arrangements (Telephones, email, Team meetings) |  |  |
| Explain the new starter’s responsibility for promoting and safeguarding the welfare of children and young people and where to find our procedures. | <http://gloucestershirechildcare.proceduresonline.com/> |  |
| Claiming expenses & mileage | See student expenses & mileage claim process [here](https://staffnet.gloucestershire.gov.uk/public-facing-departments/childrens-social-care/social-work-academy-practice-learning-and-development/student-placements/) |  |
| Training & Development & CPD websites | <https://staffnet.gloucestershire.gov.uk/public-facing-departments/childrens-social-care/learning-and-development/>  <http://www.gscb.org.uk/>  [Social Work England](https://www.socialworkengland.org.uk/standards/professional-standards/) |  |
| Research in practice account | <https://www.rip.org.uk/login/create-account/>  (use GCC email address) |  |