**Preparing for the placement – this section to be read in conjunction with the student checklist**

This is about the preparations that need to be made before the student starts so that the transition into placement can go as smoothly as possible. Many of these are administrative preparations and it is well worth you discussing them with your team administrator/clerk, as they are likely to be the best person to ensure all these arrangements are in place.

The student placement checklist: - you are advised to read this before placement, and to **use the pre-placement visit to complete as many of the forms as possible, as then there will be minimal delay in enabling students to access buildings, receive an ID badge and arrange to park their cars etc**.

Liquid Logic: all students will need to complete the basic online training in the first week of training. You are strongly advised to get the LL forms signed at the pre-placement visit, so that they can complete additional training in areas necessary for your team as soon as possible.

Computer access: Students should have access to a “thin client” desktop computer. Students are likely to have to hot desk. Students are not normally permitted to have laptops. If, for any reason, a computer will not be available for your student, please contact the Practice Learning Coordinator before the beginning of the placement. ([Jackie.Orr@gloucestershire.gov.uk](mailto:Jackie.Orr@gloucestershire.gov.uk))

Phone access. Most students do not have smartphones, but have basic mobiles, (see link on student checklist) to ensure their safety and for ease of contact with their teams. Please talk to your student about sensible mobile use, and ensure that they are in the habit of switching off at 5pm, and texting their supervisor or manager at the end of any office visit after hours.

Ensure the team is prepared for the student, and ready to offer support and shadowing during the Induction period.

Ensure your team Induction pack is up to date, if you have one, and is ready for you to share with your student.

Speak to your team about the student’s role and learning needs. Arrange some early shadowing opportunities.

Prepare reading for the student that is relevant to your area of service, including:

Key Legislation and statutory guidance

[OFSTED Reports](file:///C:\Users\JORR\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\XMS39QY5\OFSTED%20Reportshttps:\reports.ofsted.gov.uk\provider\44\916)

[GCC Ofsted Inspections](https://staffnet.gloucestershire.gov.uk/public-facing-departments/childrens-social-care/ofsted-inspections/)

[Improvement Plans](https://staffnet.gloucestershire.gov.uk/media/220078/gcc_2204-childrens-services-pocket-improvement-plan.pdf)

[Practice Standards](https://staffnet.gloucestershire.gov.uk/public-facing-departments/childrens-social-care/our-practice/practice-standards/)

Ensure that the student is aware of key websites, including:

[Gloucestershire Safeguarding Board Procedures Manual](http://www.proceduresonline.com/swcpp/gloucestershire/)

[Gloucestershire Childcare Procedures online](http://gloucestershirechildcare.proceduresonline.com/)

RIP- the student will need to register for an account with their GCC email address.

<https://www.rip.org.uk/>

[Community Care](http://www.communitycare.co.uk/)

Social Work toolbox- resources for intervention and direct work

<http://www.socialworkerstoolbox.com/>

The student may also be advised to follow key social work academics on Twitter , as well as the Principal Social Worker. *[https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcQTRwjz15ytomgq2LIs-DSFiqkS0ZAhZhDfz7zOSL2F3bG9NWjidU305zo](http://www.google.co.uk/url?url=http://www.milestonemktg.com/contact/twitter-logo/&rct=j&frm=1&q=&esrc=s&sa=U&ei=WBtbVeO6LIWS7Ab4y4CgBA&ved=0CBoQ9QEwAg&usg=AFQjCNFm_-YEVbk_l2CAj6tGC8_ucz1Psw)****@PSWRob***

(Note: For those completing supervisor training- PEPs 1 – completing these tasks provides excellent evidence that you have met the requirements of Domain A.)