**Preparing for the placement – this document should 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 visi**t**, 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 laptop. If for any reason a laptop will not be available for your student, please contact the Practice Learning Coordinator before the beginning of the placement so that this can be arranged ([SWA-Students@gloucestershire.gov.uk](mailto:SWA-Students@gloucestershire.gov.uk) )

**Phone access.** Students will need to be issued with a mobile phone to ensure their safety and for ease of contact with their teams. If for any reason the team can not supply a mobile phone please contact the Practice Learning Coordinator before the beginning of the placement so that this can be arranged ([SWA-Students@gloucestershire.gov.uk](mailto:SWA-Students@gloucestershire.gov.uk) )

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.

**Additional needs/support**. This will need to be discussed with the Social Work Academy who will advise on how to order any additional software or equipment required for the student to be able to work in the team.

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.)