



Student Placement Policy

Responsible Officer	Director	Policy Approved	Trustees
Review Required	Annual	Date	25 th February 2025
Student Placement Policy			

1. Background

- 1.1. SCL's mission is '*To relieve poverty and the other charitable needs of persons who are homeless or living in vulnerable housing or who have recently experienced homelessness in Leicester and Leicestershire, in particular by providing a safe creative space for them to meet regularly by offering opportunities to listen to and take part in musical and artistic practice and performances, as a means to improve their conditions of life*'.
- 1.2. Ensuring the safety and well-being of all guests, volunteers, helpers and students is paramount and this policy is intended to support that aim by addressing how placements will be approved and allocated.
- 1.3. It is recognised that placement requests can come from a number of different sources including the Diocese and educational establishments.

2. Scope

- 2.1. This policy covers all student placements provided within SoundCafe sessions, this does not extend to students who undertake activities outside of a session with the following exceptions:
 - 2.1.1. Projects or specialist workshops organised by SoundCafe or one of its partner organisations where there has been a prior agreement to provide a placement.
 - 2.1.2. SoundCafe led one-off events where a dedicated placement in support of the event has been approved.
- 2.2. For the purposes of this policy a placement is defined as a period of *vocational experience*, where a student participates in activities within an SCL session to gain a broader understanding of working with people who are homeless, vulnerable or isolated and how the arts can help them 'find a voice'.

3. Considerations

3.1. Before approval of a placement is given the student or organisation must provide SCL with:

3.1.1.a clear brief on the number of placements required and duration (maximum of two students/session at any one time)

3.1.2.defined objectives to be realised during the placement.

3.2. Placements will only be offered to students on the basis that they:

3.2.1. are over the age of 18

3.2.2. have completed an SCL placement application form

3.2.3. have signed SCL Safeguarding Code of Conduct

3.2.4. accept and understand the policies and procedures that SCL works within

3.2.5. their placement is beneficial to guests and the work of SCL.

4. Reporting Requirements

4.1. Students

4.1.1. Student will be allocated an SCL 'supervisor' for the duration of their placement and are required to:

- wear *SCL Placement Student ID* at all times within a session
- report any untoward incident to their placement supervisor or the designated lead for the session on the week in which the incident occurs
- highlight any issues or concerns they may have in relation to their placement.
- work within SCL Lone Working policy, ensuring at all times they are never alone with a guest on a 1:1 basis
- familiarise themselves with SCL Policies & Procedures.

4.2. Placement Supervisor

4.2.1.SCL Placement Supervisors are required to:

- understand the reporting requirements and objectives of the student placement
- brief the student on the relevant policies & procedures that need to be followed with specific regard to working with vulnerable adults
- provide support to the student within the session, supporting guest participation and guest activities
- provide regular feedback to the student
- complete any placement reporting documentation.



Student Placement Application

Student Details

Name	
Address	
Telephone	
Mobile	
Email	
Organisation/Training Centre	
Tutor/Lead Supervisor (with contact details)	
Emergency Contact	

Placement Details

Organisation	SoundCafe Leicester
Location of Placement	
Dates of Placement	
Role during Placement	
Specific objectives of the Placement/Areas for development. Is there a requirement for SCL to provide a placement report.	
Evaluation/review criteria	

Previous Experience

<p>Relevant experience – paid & voluntary</p>	
<p>Qualifications & training</p>	
<p>Considerations/additional factors we should be aware of when planning your placement.</p>	
<p>Date of last DBS check and which organisation it applies to.</p>	

<p>Applicant signature</p>		<p>Supervisor Signature</p>	
<p>Date</p>		<p>Date</p>	