WORK PLACEMENTS POLICY

Appendix 1

Work Placement Induction Checklist

To be completed with the manager, at the start of the placement.

	Complete/ Notes
Company welcome and introduction	
Confirm contact names for each day of the placement.	
Sickness notification procedure	
Suitable clothing	
Building Tour **(Staff Room, Toilets, Changing Rooms, Restricted areas)**	
Discuss Relevant policies and procedures. **(Health & Safety, Evacuation, Mobile Phone, Safeguarding, First Aid)**	
Discuss plan/ timetable for the week.	

Employer name	**Employer signature**
Student Signature	**Date**

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