

CODE OF CONDUCT OF IT SLIGO SOCIAL SCIENCES STUDENTS ON PLACEMENT

In addition to students' expected compliance with the Student's Code of Conduct (Section 5 of Student Charter) as a registered student of IT Sligo, the following sections provide additional Code of Conduct requirements while students are undertaking professional practice placements as part of their Approved Programme Schedule. This Professional Placement Code of Conduct is in addition to, and does not supersede, the Student's Code of Conduct in the Student Charter, and as such students on placement must also comply with all conduct requirements contained within both documents. Where students are non-compliant with any provision of the Professional Placement Code of Conduct the appropriate process and policy will be enacted e.g. Fitness to Practice Policy, Student Disciplinary Procedure.

PROFESSIONAL PLACEMENT CODE OF CONDUCT - ADDENDUM FOR PROFESSIONAL PRACTICE PLACEMENT LEARNING

While engaging with the placement process students shall carry out their role professionally and ethically. They will be made fully aware of all the objectives and requirements of the placement and are expected to adhere to these rigidly.

Pre-Placement

Students shall read this **Professional Placement Code of Conduct** fully and if any queries arise contact the Placement Facilitation Unit relevant to your award.

Students shall read **IT Sligo Social Science Professional Practice Placement Policy** and if any arise queries contact the Placement Facilitation Unit relevant to your award.

Students shall successfully complete all required aspects of pre-placement learning as set out in the programme.

CORU (2015) Consultation Document Criteria for Approval and Monitoring of Education and Training Programmes Criteria for Practice Placements

CORU (2011) Code of Professional Conduct and Ethics for Social Workers

CORU (2017) Social Care Workers Registration Board Criteria for Education and Training Programmes – Guidelines for Programme Providers ([Criterion 2.12](#))

CORU (2013) Social Workers Registration Board Criteria and Standards of Proficiency Education and Training Programmes

HCPC (nd) Information for students and education providers; Guidance on conduct and ethics for student.

Students Charter, IT Sligo

Students shall complete the placement application process within the timeframe indicated by the Placement Facilitation Unit.

Students will accept the placement offer made by IT Sligo.

Students are expected to commute to or relocate for placement and on registering for their programme of study are accepting of this requirement. As such, students will not attempt to negotiate alternative requirements.

Students shall advise in writing to the relevant IT Sligo staff (Placement Facilitation Unit, Access Office) of any issues that may affect their ability to successfully complete the pre-placement learning requirements.

Students will not involve family members in any part of the placement process.

Students will not engage in canvassing external persons to influence the IT Sligo decision-making process regarding placement.

Students shall ensure that their conduct and behaviour does not damage public trust and the confidence invested in their profession, IT Sligo and their programme of study.

On Placement

Students shall agree a contract indicating expectations and learning objectives with the placement organisation.

Students must treat service users and carers as individuals, respecting their privacy and dignity.

Students shall ensure that the service user is aware of their role as a student.

Students shall keep relationships with service users, carers and managers professional.

Students shall attend placement on time, and complete placement hours as decided by their practice teachers/supervisors.

Students shall dress appropriately for the work environment they are attending.

Students will comply with all relevant policies and procedures of both IT Sligo and the agency with which they have been placed.

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Students must advise their Visiting Tutor of any issues that may affect their ability to successfully complete the placement process.

Students are expected to report any absences or illness in an appropriate manner, by phone or email, to both Visiting Tutor and the Placement Agency, and furnish medical evidence of this illness.

Students shall at all times obey the lawful instructions of IT Sligo staff and the placement organisation staff.

Students will fully observe normal confidentiality practices laid down by the agency regarding non-disclosure of any agency information which is deemed confidential.

Students shall keep information about service users, carers and managers confidential, and only use it for the purpose for which it is given.

If any confidential information raises concern about the safety or wellbeing of the service user, carer, other, students will discuss this promptly with their Practice Teacher/Supervisors and/ or IT Sligo Visiting Staff.

Students shall communicate professionally; verbally and in writing, at all times within placement environments.

Students shall refrain from conduct liable to infringe the rights of others.

Students shall not engage in any form of bullying, harassment, or sexual harassment of any member of the placement team or placement organisation.

Students shall not post material on social media, general media, that could potentially tarnish the reputation of the placement agency or IT Sligo, or cause the good name of the placement agency or IT Sligo to come into disrepute.

Students shall respect the property and persons of all members of the placement organisation.

Students shall ensure that they take all appropriate steps to limit the risk of harm to themselves, service users, carers and others.

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Students shall not do anything that they believe will put themselves or others in danger or at an unacceptable risk.

Students shall comply with all safety regulations that may be in force in the placement agency at the time of students' placement experience.

Students shall engage in all elements of placement learning, including assessment, supervision,

Students shall complete all placement hours as outlined and indicated by the practice teacher/supervisors and IT Sligo staff and will not negotiate alternative arrangements.

Students shall report to the setting and/or visiting tutor any concerns regarding the safety and welfare of themselves and others whilst on placement.

Students will not undertake any role beyond their own sphere of professional competence.

If any risk event occurs on placement students will inform both the placement organisation and IT Sligo and complete the required Health and Safety documents for both placement organisation and IT Sligo.

Post-Placement

Students will continue to fully observe normal confidentiality practices laid down by the agency regarding non-disclosure of any agency information which is deemed confidential.

Students will make sure that all attendance, achievement and assessment records are completed accurately and truthfully.

Students shall complete all placement requirements.

Students shall ensure that work submitted should be referenced appropriately.

Academic Council 14/12/2019

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