
Mevagh Family Resource Centre

Third Level Student Placement Policy

Document:	Third Level Student Placement Policy
What is this?	This is Mevagh Family Resource Centre's (Mevagh FRC) current Hosting Employees from other Organisations /Participants on Employment and Training Initiatives / Students on Work Experience
CRA Code Sections:	3.1, 3.2, 3.5 & 3.6
Use of Document:	Directors of Mevagh FRC - CRA Compliance
Date Approved:	This Policy was approved by the Voluntary Board of Directors of Mevagh FRC at its meeting 18.11.2024
Review Date:	This Policy will be reviewed by the Voluntary Board of Directors of Mevagh FRC on 18.11.2027

Policy Statement

Mevagh FRC expects that anyone working in the Centre will abide by the ethos and guiding principles of the organisation particularly in relation to dignity and respect in the workplace, performance standards and providing a safe and confidential environment for the individuals and families that avail of our supports and services. In order to safeguard the management of all of the activities and programmes within Mevagh FRC, the FRC will discuss and agree a shared approach to work practices with the relevant employer/supervisor, prior to the commencement of any placement.

Procedures

Induction, performance management and child protection are the key management areas that require due consideration and agreement by both parties – the hosting organisation, Mevagh FRC and the employer/educational institution:

Induction

Induction will be provided by Mevagh FRC for all new participants on work experience/placement. This will include:

- A clear description of the individual's role and responsibilities within Mevagh FRC (this will be agreed beforehand with the employer/educational institution) and where the role fits within the overall work of the FRC.
- Information on the current work plan and the management structure and guiding principles that inform the work of the FRC.
- An introduction to the other workers in the Centre.
- A guided tour of the Centre.
- Relevant promotional material including e.g. SPEAK reports/newsletters etc.
- An introduction to other agencies/groups working in the area – as appropriate.
- Access to the relevant policies and procedures of the FRC including the Child Protection and Welfare Policy.

Performance Management

Clarity on the role and responsibilities associated with the position and the expectations and responsibilities of both the host organisation, Mevagh FRC and the employer/educational institution will guide the development of an appropriate performance management structure that is in line with the FRCs existing policies and procedures.

- **Hours of Work:** Hours of work will be agreed with the host organisation, Mevagh FRC. Timing of leave, including annual leave and time off in lieu (TOIL), must also be agreed with the FRC – with a minimum of one week's notice – so that the FRC can arrange appropriate cover.
- **Reporting:** Participants on work experience/placement will report to the FRC Project Manager on a day-to-day basis in relation to their role within the FRC. The FRC Project Manager will liaise regularly (at least monthly) with the employer/educational institution to report on the individual's performance in relation to their assigned role and associated responsibilities.
- **Supervision and Support:** The FRC Project Manager and the employer/educational institution will agree an appropriate supervision structure which will depend on the nature of the position. This will detail who is responsible for providing supervision, how performance issues will be addressed, should they arise and the frequency of supervision meetings.
- **Performance Issues:** Mevagh FRC favours a partnership approach to addressing any performance issues that may arise. Where possible any issues that are identified should be addressed in supervision meetings. Both parties will also approve the relevant disciplinary and grievance procedures that will be undertaken should issues emerge in the workplace in the FRC. This will be done in advance of the position being taken up.

Child Protection and Welfare

Everyone on work experience or work placement within Mevagh FRC will be expected to abide by the FRC's Child Protection Policy and Procedures. The policy includes a code of behaviour, complaints procedure and steps to address any allegations of inappropriate behaviour in relation to children and young people. Should a child protection or welfare concern arise in the workplace the reporting procedures detailed in the FRC's policy should be followed. The Designated Liaison Person in Mevagh FRC is Grainne Sheils.

Protocols for sharing confidential and/or sensitive information and record keeping will also be agreed.

Review

This policy will be reviewed in 3 years or sooner should circumstances change.

Signed: Lois Byrne (Chairperson)

Date: 18 / 11 / 24

Signed: Shirley (Director)

Date: 18 / 11 / 24

Revision History

Revision No.	Approval Date	Document Reference and Changes Made	Name