

Code of Conduct for Student Work Placement



The Placement is a central element of your programme of study at Dundalk Institute of Technology (DkIT), and as such the Institute recognises the strong learning value for the student of practical experience in a real life working environment.

This Code of Conduct is to inform students of the professional behaviour expected from them while on Placement. Students must also read and adhere to the terms and conditions laid down by their host organisation. Students are also subject to the general DkIT Student Code of Conduct during placement.

Student's Responsibility:

As a placement student you are engaged in a learning process where you will be guided and supported by your Work Supervisor and the staff of the service. You will come into direct contact with clients and their families and will actively participate in work appropriate to your level of knowledge and practical experience, under the supervision and direction of a Work Supervisor.

As your knowledge, skills, experience and competence develop you will increasingly accept more responsibility.

As a student, it is important that you do not undertake work outside of your scope of practice and/or which has not been approved by your Work Supervisor. If you are unsure discuss the matter with your Work Supervisor.

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Conduct required of the student whilst on placement

Professionalism

- Approach your work diligently, take responsibility and show a willingness to use your initiative
- Fully adhere to the working practices and terms and conditions of the placement organisation – working conditions, health and safety, confidentiality and child protection
- Ensure that your health and safety needs are met.
- Fully adhere to the conditions and procedures for placement stated by DkIT
- You are expected to present yourself in a professional manner
- Ensure your appearance , dress code and personal hygiene complies to the standards set by the host organisation
- Plan effective use of time, prioritise working tasks with appropriate learning outcomes.
- Open communication - establish an open and professional working relationships - be respectful of those you are working with
- Supervision – use formal supervision as a way of giving and receiving feedback, supporting reflection and evaluation of your learning experience
- Be accountable and accept responsibility for your actions
- Be aware of your limitations and seek help when necessary
- Student are required to refer to the Document - **Procedures for Dealing with Work Placement Difficulties** available in the Student Placement Handbook for general guidance on the steps to follow if a student / work supervisor experiences difficulties during the placement

Respect

- Always act in a professional, respectful manner with supervisors, colleagues and clients
- Be sensitive and responsive to the needs of the host organisation and its clients
- Monitor the boundaries between professional relationships and personal friendships

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- Keep your supervisor and other staff informed of what you are doing at all times.
- Use email/internet for work purposes only
- Use the work phone for work purposes only and turn off private mobile during working hours.
- Do not loan or give money to service users/clients
- The use of drugs or alcohol by a placement student is a serious breach of conduct and will not be condoned. The use of drugs or alcohol by any student during their placement period will necessitate a disciplinary action.
- Attending placement under the influence of alcohol and / or drugs will not be condoned and will necessitate disciplinary action.
- Prepare and submit your Placement Portfolio, Assignments and all placement records and documentation on time and in accordance with the stated academic requirements of the named programme of study or the associated penalties will be implemented.
- As a student you are required to be proactive about reaching your learning outcomes by direct your own learning.

Managing Confidentiality

Confidentiality concerning the client records is an expression of the trust inherent in the Student with a client. You are advised of the following:

- Clearly identify yourself as a student as distinct from an employee, when introducing yourself to the client. This applies specifically to the following programmes:
 - Veterinary Nursing
 - Health & Physical Activity
 - Early Childhood Studies
 - Social Care
 - Sports, Exercise & Enterprise
 - Community Youth Work
 - Agriculture
- Access to and use of the client records must be with the approval of a Work Supervisor.

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- Should you wish to refer to an individual client(s) in a written assignment, you must seek permission from your Work Supervisor and you must ensure that you do not in any way identify the client.
- Do familiarise yourself with the local policy or guidelines with regard to how the confidentiality of records is maintained within the particular placement organisation. Breaches of any professional confidentiality will result in disciplinary action
- Student must adhere and act in accordance with the Data Protection (Amendment) Act (2003). Any breaches of this will result in disciplinary action
- This confidentiality agreement extends to any other information acquired about the placement site, co-workers and clients, whether directly stated to the students or obtained by any other means.

Attendance

- DkIT requires that the student attends the entire duration of their Work Placement and complete the full complement of stated hours.
- Students are required to adhere to the attendance regulations of their specific programmes, the stated penalties will apply to those students that do not comply.
- If a student is unable to attend work placement due to ill health or unavoidable personal circumstances, the student is required to
 - firstly make contact with the host site via phone (text or email or not acceptable) and inform them of;
 - their reason for not attending placement
 - their expected return date/time to placement (where possible)
- Student must then contact the DkIT Placement Office to inform them of same.
- Students must provide copies of medical certificates to the host site and DkIT's Placement Office for any health related absences of 3 days or over.

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- Any absences resulting in a shortfall of hours due to health or personal issues must be made up in your own time and with agreement of your host organisation and the Institute.

Child Protection:

DkIT's Child Protection Policy is based on the Children's First – National Guidelines for the Protection and Welfare of Children" (2011) and Our Duty of Care – The Principles of Good Practice for the Protection of Children and Young People. The Institute acknowledges that the Child Protection responsibility applies whether the child is a student of the Institute or is otherwise under the care or supervision of Institute staff or students.

DkIT is obliged to report any incident reported to them by a third party in respect of;

- suspicion of child abuse
- child welfare

Staff and students have a responsibility at all times to:

- Refrain from any inappropriate behaviour towards children
- Avoid situations which could give rise to allegations of abuse
- Report bullying of children
- Report disclosures, suspicions or concerns of abuse that relate to children

Children's First National Guidelines, states that if in the event, that judicial proceedings ensue, protection of the anonymity of the person who has witnessed and/or reported the incident of child abuse/ welfare cannot be guaranteed. Please refer to DkIT's Child Protection Policy for further information.

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Offences:

The following are defined as examples of offences that breach of this code of conduct:

- Theft
- Deliberate damage to property
- Fraud or deliberate falsification of documents
- Gross negligence or dereliction of duties
- Gross insubordination
- Incapacity to perform duties due to being under the influence of alcohol, unprescribed drugs or misuse of prescribed medication
- Serious breach of health and safety rules
- Serious abuse of telephone, e-mail and other facilities
- Breaches of confidentiality
- Bullying, sexual harassment or harassment against a member of staff/students
- Violent behaviour towards a member of staff/student, client or member of the public
- Sexual assault
- Viewing/downloading/disseminating pornographic material from the Internet
- Circulation of offensive, obscene or indecent e-mails or text messages

Reporting Offences

- Any complaint about a Placement Student should be made initially to the Placement Officer with responsibility for the related programme of study.
- The Placement Officer will meet to discuss the matter, and if required will request that the issue of concern be put in writing and forwarded to them.
- The Placement Officer will liaise directly with the Head of Department regarding the complaint. If he/she reasonable believes a penalty might be imposed on you under this Code of Discipline he/she will:
 - inform you of the alleged offence
 - verify your student identity, and
 - report the matter to the Academic Administration and Student Affairs Manager (AASAM) or his/her nominee, together with the details of the alleged offence
- If the AASAM has decided that a major offence appears to have been committed, the Institute Disciplinary Committee will deal with matter. Please see Appendix A of the DkIT Code of Conduct for Major Offences, Procedures & Penalties
- Please note that any person can report illegal behaviour to the Garda Siochana.

All students who attend work placement as part of their programme of study are obliged to abide by the above Code of Conduct.

Note: This Code of Conduct does not refer to Nursing & Midwifery students as they are governed by a separate policy.