**Employer’s ‘preparing for placement’ checklist**

[ ]  Information about the work setting provided – what it does, who uses it, who works there, where it is, if it is registered and regulated, and so on

[ ]  Arrangements made for the learner to visit the work setting before the placement starts

[ ]  The types of activities learners can carry out in the setting identified and risk assessed

[ ]  The types of activities learners **must not** carry out identified and clearly communicated

[ ]  Checked the activities will meet the learner’s placement objectives

[ ]  Consent of individuals / families / carers / children accessing the service considered and how they may be involved

[ ]  Arrangements made for the learner’s induction and supervision

[ ]  Arrangements made for the learner’s mentor

[ ]  Arrangements made to meet any specific requirements of the learner

[ ]  Equipment and training (including the use of PPE) needed by the learner to carry out their role while on the placement identified and arranged, including any pre-placement training

[ ]  Account taken of specific regulations, standards or legislation

[ ]  Employer and public liability insurance arranged if needed to include learners on placement

[ ]  All checks completed (including DBS if required)

[ ]  Number of learners on placement considered to ensure safe practice

[ ]  Key policies and procedures identified for the learner

[ ]  Procedures in place for reporting any concerns about learners, if they don’t turn up or if there is an accident or incident

[ ]  Pre-placement information prepared for the learner, including practical aspects such as start and finish times, breaks, dress code, use of mobile phones, travel and subsistence arrangements

[ ]  Arrangements made for day one, including a list of what needs to be covered

[ ]  All necessary paperwork completed