

Guidance for Placement Providers - Agile Working

1. Students of health and social care disciplines are all required to complete at least one period of placement learning during their Sheffield Hallam University (SHU) programme.
2. Increasingly, these placements are taking place within organisations that expect some or all staff to work according to 'agile working' principles ([CIPD, 2014](#)). A key principle of Agile working is that it allows organisations to be more flexible and responsive to their service users/customers and changing socio-economic environments.
3. Agile working incorporates flexible work location, workspaces and working hours, amongst other principles. The flexibility of location, workspace and working hours are the three aspects likely to have the greatest implications for SHU students on placement. This is because Agile Working may include very limited time spent at a base/hub within the organisation, with the employee working from home or at the service user's/client's home or elsewhere remotely from the employing organisation.
4. Employees' homes will normally be risk assessed in relation to the individual employee's work, but it will not be suitable for a student on placement to work alongside their mentor/ supervisor/ practice educator in the mentor/ supervisor/ practice educator's private residence. Nor will it be appropriate for the student to enter the service user/ client's home independently of their mentor/ supervisor/ practice educator unless this is part of the agreed work plan for the student.
5. SHU will need to advise students to abide by the placement provider's Agile Working policy. To this end, SHU will need to negotiate inclusion of specific guidance for placement students to be included in organisational Agile Working policy and guidance, with placement providers.
6. Introduction and explanation to students as part of placement induction; this should include advising students of emergency contact number/ alternative contact details; the application of principles of client/ service user confidentiality where agile working is practiced, including the importance of non-disclosure of identifiable information in public spaces; and, if necessary, students should be advised that it is the student's responsibility to ensure that the student holds a full UK driving license, that the student has in place appropriate car insurance for business use of the student's vehicle, and that the student's vehicle is roadworthy, if students are expected to use their own vehicle.
7. Students should be provided with their agile working work plan. Student's mentor/ supervisor/ practice educator must have details of where the student will be working at all times of the working day within this agile working work plan.
8. **PLEASE NOTE - students may only transport patients/ clients/ service users in the student's own vehicle if authorised by the placement provider.**

9. Please also refer to the following [Student Guidance Policies](#)
- **Lone Working**
 - **Travelling to and From Placement Safely**
 - **Use of Student's own Vehicle on Placement**
 - **Consent and Confidentiality**
 - **Data Protection – Use of Personal Data by Students, Your Responsibility**
 - **Equality and Diversity**
 - **Student Anti-Harassment Policy**