**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