# Social Work Placement

## Risk Management Procedure

<table>
<thead>
<tr>
<th>Responsible Officer</th>
<th>Director of Professional Experience</th>
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<tbody>
<tr>
<td>Approved by</td>
<td>School of Social Sciences</td>
</tr>
<tr>
<td>Approved and commenced</td>
<td>June 2020</td>
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<tr>
<td>Review by</td>
<td>June 2021</td>
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</tbody>
</table>
| Relevant Policy or Procedure the Guideline supports | University Work Health and Safety Policy  
University Work Integrated Learning Policy  
University Safe to Practice Policy  
College of Arts, Law and Education Social Work Code of Professional and Ethical Conduct |
| Responsible Organisational Unit | College of Arts, Law and Education |
Social Work Placement
Rationale
The capacity to maintain public health and safety is fundamental to student participation in all College of Arts, Law and Education (CALE) placements. Students are subject to University rules, SW Code of Professional and Ethical Conduct, UTAS Code of Conduct for Teaching and Learning for Students (PDF 32.5KB) and the AASW Code of Ethics 2010 requirements at all times, particularly when undertaking their social work placement. In cases where a student breaches these conduct or safety requirements, they can be immediately stood down (removed) from the placement, pending investigation under the following procedure.

1. Procedure
This procedure and documentation template is to be applied in instances where it may be necessary for a College of Arts, Law and Education Course to withdraw a student from their Social Work Placement. The following situations identify where a student can be withdrawn from placement:

Withdrawal from Social Work Placement
A student may be withdrawn from placement and/or have their commencement deferred by the Course Coordinator in consultation with the relevant Unit Coordinator in situations where:

A. The student has committed an act of misconduct as defined under University Ordinance 9.
B. The student’s behaviour has breached the College of Arts, Law and Education Code of Professional and Ethical Conduct, professional body conduct standards and/or other rules of the professional experience placement provider.
C. The student is consistently unable, after due guidance and instruction, to perform at the required standard as assessed by supervising university or professional experience facilitators/preceptors.
D. The student has contravened the College of Arts, Law and Education professional experience placement guidelines and procedures or safety in practice requirements.
E. The student’s application of theory in practice is significantly below the satisfactory standard in relation to their scope of practice.
F. The student’s behaviour is disrupting other students, colleagues or people in the practice setting.
G. There is an increased risk of injury or misadventure involving the student or others.
2. **Actions and Documentation**

   The Unit Coordinator downloads a full copy of this Procedure and Report document and initiates the action and documentation process identified in the table below. The Head of Discipline, Social Work is available to provide procedural advice and support to the Unit and Course Coordinators.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Program Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 Student Placement Progress Review</td>
<td>Unit Coordinator</td>
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<tr>
<td>Section 2 Risk Assessment</td>
<td>Unit Coordinator</td>
</tr>
<tr>
<td>Section 3 Formal Determination and Action</td>
<td>Head of Discipline</td>
</tr>
<tr>
<td>Section 4 Investigate Withdrawal from PEP (and document)</td>
<td>Head of Discipline</td>
</tr>
</tbody>
</table>

**Completed Documentation**

- Provide a copy of the final report to the student, Course and Unit Coordinators and Student Advisor.
- Locate the final report and associated documentation on the WHS Risk Management database.
Social Work Placement Risk Management Report

Section 1: Student Placement Progress Review

*Unit Coordinator to complete*

*(Insert Name of Course)*

*(Insert student’s name and ID)* progress in the current *(insert unit name and code)* Placement unit, has been assessed according to the Course’s professional experience placement learning objectives, derived from the professional body practice requirements.

All students undertaking Placement must satisfactorily perform the practice learning objectives of the Unit.

*Current placement issues:*

List the issues which have led to the student’s unsatisfactory *situation/s* in the current Placement:

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*Support provided to date:*

List all support, interventions and associated outcomes provided in the current Placement:

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*Collate all related documentation:*

e.g. Professional Experience Facilitator’s evaluation or progress review, School/Program support plan.

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Section 2: Risk Assessment

Unit Coordinator to complete

Assess Risk:

Review Section 1 and any other relevant documentation to identify relevant Placement issues:

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Identify Outcome:

✓ Risk can be managed:
   List how the Placement issues are to be resolved:

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✓ The student is supported to return to the existing placement.
   or
✓ The student is provided with an alternative placement via request to the Course Coordinator.

Unit Coordinator to Action

✓ Risk is significant:
   List the reason/s why the student’s case should be investigated for possible withdrawal from Placement (relevant situation/s under Withdrawal from Placement – page 1):

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Refer the student’s case to the Course Coordinator

Completed by Unit Coordinator: ............................................................... Signature: ................................................

Date: ........................................
Section 3: Formal Determination and Action

Head of Discipline to complete

Review Case:

✓ Risk can be managed

☐ Advise Unit Coordinator

List how the PEP issues are to be resolved:

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✓ Investigate possible withdrawal from PEP (via Section 4)

☐ Notify student with a copy of this report attached.

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Completed by Course Coordinator: .................................................. Signature: .............................................

Date: .............................
Section 4: Investigate Possible Withdrawal from Social Work Placement

Head of Discipline to complete and sign

Case Management Meeting

The Course Coordinator convenes this meeting to discuss and document the possible withdrawal of (insert student’s name and ID) from PEP in (insert unit name and code).

Meeting Date: ..........................

Attendance:

Head of Discipline (Chair): ..............................................................

Unit Coordinator: .................................................................

Student: ........................................................................

Student advocate (if student chooses): ..............................................................

Head of School, Social Sciences (to ensure procedural fairness): ..............................................................

Agenda:

☐ Explain the role of the attendees.

☐ Discuss the student’s Placement Progress Review and Risk Assessment:

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☐ Advise the student of the outcome of the Placement Progress Review and Risk Assessment and, where necessary, the subsequent necessity for their withdrawal from Placement.

☐ Discuss the implications on the student’s progress in the Unit:

May return to Placement after an intervention period:

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Is unable to re-enter the Placement environment for the current duration of the Unit.

The Unit Coordinator notifies the placement provider (via email) of the student’s withdrawal from Placement.

☐ Advise the student of their right to appeal this outcome via UTAS Student Complaints at:

https://www.utas.edu.au/curriculum-and-quality/academic-integrity-and-misconduct/general-misconduct#886951
Section 5: Support

☐ Directly refer the student to a UTAS support service: .................................................................

☐ Notify the student they **must** meet with the Course Coordinator within 2 weeks to:
  - discuss the implications of this report in relation to academic progress; and
  - determine course specific support requirements.

☐ Advise the student of referral to their campus Student Adviser (Health), who will receive a copy of this report.

The student **should** meet with their campus Student Adviser, who can:
  - assess and document the student’s broader support requirements and associated actions, including referral to appropriate UTAS central support services as required;
  - report the student’s support requirements and associated actions to the Course Coordinator; and
  - monitor the student’s progress post referral.

**Head of Discipline:** .................................................................

**Signature:** .................................................................

**Date:** .................................................................