

The University's Insurance Cover/Code of



THE UNIVERSITY
of ADELAIDE

Conduct SCHOOL OF EDUCATION

The University obtains insurance to provide protection (indemnity) to the University in the event of a claim made by a third party. Students undertaking approved work experience placements are provided with:

- **Public Liability Insurance** to a limit of \$20M per any one event for an act, error or omission on the part of the student that results in injury loss or damage to the Host Organisation
- **Travel Insurance** while undertaking approved University travel
- **Personal Accident Insurance**

Please note that the University's insurance cover does not extend to students working in paid employment.

To obtain cover

The student must complete Part A and B of this guide – the Student Placement Agreement.

Reporting adverse or notifiable events

A Notifiable Event is any incident that could result in a claim made against the University. It may be a consequence, fact, situation, error, omission, occurrence, activity or failure to do something.

Examples:

- Threat of legal action
- Fraud or fraudulent activity
- Accidental release of toxic vapour in a laboratory
- Injury to a student during placement
- Damage or vandalism of property or equipment

It is essential that notifiable events are reported to the Legal & Risk Branch as soon as they occur or become evident. Any change in the circumstances of a previously reported notifiable event must also be reported.

A failure to report may mean the denial of a claim.

How to make a report

To report a notifiable event, please complete the report form in Part F at the end of this guide and

email it to helpdesklegal@adelaide.edu.au. Alternatively, please ring the Legal & Risk Branch on (08) 8313 4539 to discuss the matter.

Student Placement Agreement

Part A - Student Details

Family Name Winderbaum	Given Names: Lyon
Student ID 1160740	Contact Phone Number: 61431955152
Degree/Program Enrolled M.Teaching	Faculty/Campus: Faculty of Arts, North Terrace Campus

Emergency Contact

(if your emergency contact details are incorrect, please change in Access Adelaide and these details will be uploaded overnight)

Name Saul Winderbaum	Relationship Father
Phone No. (home/work)	Mobile No. 0413088375

Part B - Host Organisation Details

Name Blackwood High School	Street Address
Site Coordinator Jason Loke	Phone No. 08 8278 0900
Email Address jason.loke@bhs.sa.edu.au	Placement dates 23/07/2018 - 21/09/2018
University Liaison Christine Reid	University Liaison Email Address wacareid@tpg.com.au
Description of task to be performed : Pre-Service Teacher Placement duties as subscribed by your allocated School	Special Conditions (clothing, safety equipment, parking, or any other information you have been able to obtain after contacting your schools Site Coordinator if known) NA

As a student on work placement, I agree;

1. To attend the workplace to which I have been assigned at the agreed times and days (stated in part B).
2. To notify both my workplace supervisor (named in Part B) and the School Contact above if I am unable to attend for reasons of ill health or any other reason.
3. To present myself in an appropriately dressed fashion ensuring I am wearing any protective clothing which may be required by the Host Organisation.
4. To familiarise myself and comply with workplace policies and procedures brought to my attention and obey all lawful directions of the workplace to which I have been assigned.
5. To work to my full capacity, with due regard for my responsibilities in the workplace.
6. To work under the supervision of a qualified officer of the Host Organisation at all times, acknowledging that I am not qualified to practice my discipline independently in any capacity.
7. To adhere to privacy and confidentiality requirements of the workplace.
8. To comply with all Occupational Health & Safety requirements of the Host Organisation.
9. To inform the Host Organisation workplace supervisor and the School Administration Office of any accident, injury or emergency which I have been involved in.
10. That if I do not comply with these obligations or act in a way that is detrimental to the Host Organisation, my placement may be suspended or terminated by the Host Organisation and/or may be considered as student misconduct for the purposes of the University's policies.

I agree

Code of Conduct for engagement with schools

While you undertake professional engagements within schools as a teacher education student, you represent the University of Adelaide and the School of Education. The University and your host schools have certain requirements and expectations of behaviour and professionalism of teacher education students. This Code of Conduct applies for all your professional engagements within schools undertaken as part of your course of study. Breaches of this Code of Conduct may constitute misconduct under the University's Student Misconduct Rules and/or may result in your host school requesting your removal.

Personal Presentation

You must:

- Conform to the professional dress and grooming standards of your host school;

You are expected to:

- Adopt an approachable and professional demeanour at all times;
- Maintain high standards of personal hygiene.

I agree to abide by these expectations**Use of School Resources**

You must:

- Comply with the procedures of your host school or the Department of Education and Child Development for the use of school facilities and resources (e.g. audio-visual, digital or sporting equipment);

You are expected to:

- Respect the needs of the staff at your host school in the use of equipment, such as computers and photocopiers;
- Ensure that multiple copies of resources are prepared well in advance of lessons;
- Recognise that host schools have limited budgets and resources, and use both thoughtfully.

I agree to abide by these expectations**Collaborative Relationships**

You must:

- Respect the confidentiality of colleagues and students in your care at your host school;

You are expected to:

- Refrain from public criticism of university and school colleagues. This includes the use of social and digital fora, such as Facebook;
- Engage with and respond positively to professional advice and feedback, including criticism;
- Promote respectful interpersonal relationships between colleagues, staff and students;

- Manage emotional tension with maturity.

I agree to abide by these expectations



Policy and Legislation

You must:

- Comply with legislative requirements pertaining to schools and the education and care of students and staff;
- Undertake a process of induction to the school site appropriate to your subject areas;
- Be familiar with the Department of Education and Child Development and your host school's policies and regulations, and comply with them while undertaking Professional Experience;
- Understand the SA Public Sector Code of Ethics 2012 (summary and online link included in the 4th year Handbook);
- Understand "Protective Practices for Staff in their interactions with Children and Young People" Guidelines 2011 (online link provided in the 4th year Handbook);
- Understand duty of care requirements;

You are expected to:

- Provide the host school with copies of your completed Reporting Abuse and Neglect - Education and Care Certificate and approved Department for Communities and Social Inclusion (SA) Criminal History Screening and Background Check (Child related).

I agree to abide by these expectations



Use of IT and Social Media

You must:

- Abide by your host school's policies on the use of IT (including hardware such as tablets and mobile phones) and social media;
- Comply with your host school's protective behaviour policies in the use of digital and social media;
- Refrain from engaging with your host school students in any social media, unless it is usual school practice and complies with protective behaviours;

You are expected to:

- Be respectful of classroom spaces as sites of learning and keep phones switched to silent.

I agree to abide by these expectations



Professional Diligence

You are expected to:

- Demonstrate initiative by offering ideas and strategies for the development of teaching plans;
- Thoroughly prepare for all aspects of the professional experience practicum, allowing sufficient time for consultation with the Mentor;
- Actively participate in the life of the school community by shadowing your mentor in all aspects of his/her duties and becoming involved in a diversity of activities within your host school;
- Demonstrate commitment through the effective management of time - early arrival at your host school, use of recess and lunch times and meeting University and school deadlines;
- Observe your host school and University regulations regarding attendance;
- Willingly undertake all duties as required by the Mentor Teacher.

I agree to abide by these expectations



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