Department of Social Work, Social Care and Youth and Community Studies

Procedure for a student sick from placement

1. A student needs to ring their Onsite Practice Supervisor/Onsite Practice Educator first thing 9.00/9.30 on the morning of their first day off sick. They should give her/him an idea of how long they expect to be off and when they hope to be back.

   If a student is too ill to phone they should ask someone else to do this for them.

2. If a student's sickness lasts for more than 4 days they will need to get a self certificate from their GP to send to their Course Leader. If the sickness lasts for more than 7 days, the student will need to get a sick note signed by their GP and send it to their Course Leader.

3. A student should phone their Onsite Practice Supervisor/Onsite Practice Educator every 2 to 3 days to let them know if they are still ill. Some agencies require staff and students to ring in every day when off sick; this should be clarified during their Induction.

4. If a student's sickness is more than a few days they should inform their tutor. The student will still have to complete the number of required days on placement and sick days will have to be added to the placement

5. If the student is likely to be on long term sick the student should inform the placement provider, the tutor and the SHU Practice Learning Coordinator. The placement may have to be suspended or terminated

6. The rules for dealing with periods of sickness when a student is on placement are similar to those that apply if they were a paid employee.

7. It's a different set of expectations compared to when a student is at university attending lectures, though we do expect students to let their tutor know if they are off sick at any point during their course and have to miss lectures/seminars.

8. Please note that students should report both 'Practice Placement Absence' and 'Taught Session Absence' by completing the Student Absence Form. If you are not currently logged in to Google Drive, clicking on the link will require you to log in using your email address as per the below example (username@my.shu.ac.uk). This will then take you to the Sheffield Hallam University login page where you would login
using your single sign on Sheffield Hallam University login details. The HWB Student Absence Google Form for will then open for your completion.

New Google Form  Student Absence Form
Example Email Login  username@my.shu.ac.uk