



Iron Mill College

Education & Training in Mental Health & Wellbeing

Established 1981

Some points to consider when thinking about offering a placement to students:

- Do you have a Confidentiality agreement (in line with current policy and BACP Ethical Framework)
- How will referrals be made to a student? By whom?
- Who will assess clients? What criteria will be used to ensure the client is suitable for a student counsellor? (i.e. no significant and current mental health issues such as schizophrenia, etc.)
- Data protection - where will documents be stored and who will have access? How long will documents be kept? Who owns them? How will they be disposed of?
- What is your room provision?
- What reporting structures are in place?
- Do you have a complaints procedure?
- How do you manage contact in between sessions?
- How do you manage cancellations / missed sessions?
- Proposed supervision arrangements and payment for supervision
- Will there be any lone working involved? What is the policy for this situation?
- Is there a health a safety policy (including fire procedure)?
- Type and range of client work on offer
- Details of any contractual obligations/ expectations for students

This list is not exhaustive – if you are interested in offering a placement to students we would love to hear from you. Please get in touch with the Iron Mill College Placement coordinator, at placements@ironmill.co.uk or 01392 219200 to have an informal discussion, alternatively we are happy to arrange a suitable time to visit you (distance permitting!) to discuss.