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**Main Agency Learning Agreement**

This agreement is made on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)

The purpose of this agreement is to clarify arrangements for the effective management of this practice BETWEEN:

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| **SECTION 1: OVERVIEW** | |
| **1.1 CYM Training Centre** | CYM, 16 Commerce Square, Lace Market, Nottingham, NG1 1HS |
| **1.2 Professional Practice Agency (PPA)**  (Name, address & website) |  |
| **1.3 Student**  (Name, address, phone number & email) |  |

The Professional Practice Agency above agrees to facilitate practice learning for the student named above as part of their studies with CYM

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| **SECTION 2: KEY ROLES** | |
| **2.1 Contact Person**  (PPA contact for queries)  (Name, Position, Phone & Email) |  |
| **2.2 Line Manager (if different from above)**  (Name, Position, Phone & Email) |  |
| **2.3 Professional Practice Coordinator** | Robin Smith, [robin.smith@cym.ac.uk](mailto:robin.smith@cym.ac.uk) 07912 160323 |
| **2.4 Year Tutor** | Robin Smith |
| **2.5 PPA Spiritual and Pastoral Support**  (Name, Position, Phone & Email) |  |
| * 1. **Noted Potential Conflicts of Interest** |  |
| **2.7 Practice Tutor** | In addition a Practice Tutor will be appointed to support the development of the above student at the beginning of the academic year. |
| **2.8 PPA Child Protection Designated Officer**  (Name & Phone) |  |

Issues, changes to roles or problems with hours should be communicated early to CYM.

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| **SECTION 3: OUTLINE OF PROFESSIONAL PRACTICE AGENCY** | |
| **3.1 Type of Organisation** |  |
| 3.1a If a church, do you subscribe to the Apostles’ Creed? |  |
| 3.1b If an organisation, do you have the promotion of the Christian Religion as one of your charitable aims? |  |
| **3.2 Purpose or Mission Statement of the Agency, Overall Aims & Geographical Location** |  |
| **3.3 Staffing and volunteers** |  |
| **3.4 Other relevant information** |  |

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| **SECTION 4: STUDENT ROLE & PRACTICE INFORMATION** | | |
| **4.1 Title of role** |  | |
| **4.2 Summary of work** |  | |
| **4.3 Hours (detail patterns of working in a typical week).** |  | |
| 4.4 Management & evaluation of Student | The Student will have a supervision meeting with the Line Manager every two weeks. This will be an opportunity to discuss work in detail, review goals from the previous meeting, and set new goals for the next period.  The Line Manager will regularly observe the student’s work, giving feedback on work done well and areas for development. Once a term the Line Manager will be required to write an observation report for the student’s portfolio.  The line manager will conduct a written appraisal of the student’s work twice per academic year. | |
| **4.5 Office base** (if different from 1.2) |  | |
| **4.6 Resources, Equipment & Materials Required** |  | |
| 4.8 Specific Duties and Responsibilities of Student |  | |
| 4.9 Sample week & office hours | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Morning | Afternoon | Evening | | Monday |  |  |  | | Tuesday |  |  |  | | Wednesday |  |  |  | | Thursday |  |  |  | | Friday |  |  |  | | Saturday |  |  |  | | Sunday |  |  |  | | | |
| 4.10 Absence | | The student will advise the line manager as soon as possible if they are unwell or unfit to undertake their role. |
| **4.11 Health and Safety** | | The PPA confirms Health and Safety policies and procedures are in place.  During the placement, the student is required to:   * Take reasonable care to avoid injury to themselves or to others * Not interfere with or misuse any clothing or equipment provided to protect their Health and Safety * Report any accident or injury immediately and record the details in the accident/incident book   The PPA will take reasonable care of the student’s health and safety under this agreement. A Health and Safety Risk Assessment will be undertaken, identifying measures to be taken to control or eliminate any identified risks. |
| **4.12 Safeguarding** | | The PPA confirms there is a Safeguarding/Child Protection Policy. Please attach a copy.  Furthermore the PPA is required to ensure that DBS checks have been undertaken on the student to the satisfaction of the organisation prior to the commencement of practice.  The PPA undertakes to ensure that context-specific, and where appropriate, certificated, safeguarding training is delivered to the student within an appropriate and agreed timeframe. |
| **4.13 Abuse of Trust** | | By the nature of their work, students are in a relationship of trust with the children, young people and families with whom they work. A relationship of trust can broadly be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. This might mean that they have influence over decisions affecting the other person and that the relationship could potentially be distorted by fear or favour. It is vital for all those in positions of trust to understand the power this gives them over those for whom they care and the responsibility they must exercise as a consequence.  An abuse of trust can arise when a worker starts ‘going out’ with, ‘seeing’ or building a more intimate relationship with a young person, service user or client (whether sexual or non-sexual) by text, letter, phone, email or socialising with them. Such a relationship will be intrinsically unequal and is therefore unacceptable. It is also inappropriate since the ‘professional’ relationship of trust is altered. Such abuses of trust will be considered a breach of professional behaviour. |
| **4.14 Confidentiality** | | The student must not, at any time whether during or after the voluntary placement, disclose to any third party information which comes to their attention as a result of the placement, where such information is not already within the public domain and is indicated or understood to be confidential.  The PPA will meet responsibilities for the student’s data under their Data Protection Policy. |
| **4.15 Disciplinary & Grievance** | | Informal discussion can frequently solve problems without the need for a formal process. Therefore, in the first instance, if confident enough to do so, students and line managers are encouraged to raise the issue directly with the other person(s) involved.  Issues should also be explored at the bi-annual three-way meeting. Potential problems should be discussed as they arise within supervision or tutorials, rather than waiting for three-way meetings.  The Professional Practice Coordinator (Section 2.3) is available to provide advice to any party. Students can also raise issues with their Practice Tutor (Section 2.7) or Year Tutor (Section 2.4).  If not resolved, the Professional Practice Coordinator (Section 2.3) should be informed who will advise on a way forward. Where appropriate, any subsequent process will be recorded and all parties will be able to bring a friend or colleague to meetings for moral support. CYM in conjunction with the PPA will make the final decision and there will be one opportunity to appeal. |
| **4.16 IT Access** | | The Student may be granted IT access for the duration of their role for placement preparation work as well as personal study.  Occasional personal use of PPA IT resources by the student is permitted when it does not consume a significant amount of those resources.  The student is responsible for any activity originating from their computer or device. Account or wifi passwords should not be shared with anyone else unless advised to do so by the Line Manager.  Disruptive use of PPA IT resources is not permitted.  The PPA may monitor the activity and accounts of any users on their IT resources. The PPA has the right to terminate the student’s access to IT resources where trust has been abused.  The creation or display of any kind of obscene, sexual, or racial material using PPA IT resources is a serious violation and will lead to disciplinary action. |
| **4.17 Liability** | | The PPA’s employer and public liability insurance policy covers those conducting voluntary work and this is the policy in force for the duties covered in this agreement.  The PPA confirms that appropriate insurance is in place to cover a student in the agency. |
| **4.18 Expectations – conduct and behaviour** | | The Student must conduct themselves publicly (including on social media) in a way which honours God, encourages young people and communities and respects the values and ethos of the PPA. This includes (but is not limited by):   * Avoiding misuse of alcohol and drugs * Using positive language * Speaking positively and constructively about the PPA   The Student is a role model for young people, an ambassador for the Christian faith and for the PPA at all times. As a result, the Student should conduct themselves in a professional manner that will not damage the reputation of the PPA.  Romantic relationships with young people in the PPA are an abuse of trust and never appropriate. The Student must be wise and ensure all contact with young people meets the highest professional standards and is above reproach.  The Student should have no personal mobile, email or social media contact with any young person who is under the age of 18 or who is a participant of programmes in the PPA.  The placement is a preparation for work and mirrors normal expectations found in the workplace. Therefore the Student will be expected to adhere to professional standards in areas such as:   * Timekeeping * Team relations * Communication * Dress/appearance and personal hygiene * No smoking in the building or PPA premises. |
| **4.22 Developmental opportunities** | |  |

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| **SECTION 5: WORK IN JULY & AUGUST** (if not on a permanent contract) | |
| **5.1 Work agreed by PPA & Student for July/August** |  |

Signed for the agency  
  
Date

Signed Student  
  
Date

Signed CYM  
Date

As CYM does not conduct DBS checks on students, agencies undertake their own DBS check and confirm suitability to work with young people by completing the Safe to Practice Form below.

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**Safe to Practice Form**

*TO BE COMPLETED AND SIGNED BY THE AUTHORISED REPRESENTATIVE OF THE PROFESSIONAL PRACTICE AGENCY.*

1. **STUDENT**

Title...................... First name(s) ………..

Surname/Family Name

2. **PROFESSIONAL PRACTICE AGENCY**

Print name of the church(es) or organisation/agency where the student will be undertaking work during the BA course.

Print name of person responsible for the student’s work at the Professional Practice Agency

(Position)

3. **HEALTH & SAFETY**

the student is aware of the health & safety principles and practices of the professional practice agency/school/church/organisation

the student has an Enhanced DBS check (or regional equivalent)

Number ……………………………… Date ………………………………

the church/organisations/agency is satisfied that the student is not un-safe to work with children, young people and/or vulnerable adults.

Please provide a contact name, with role and daytime telephone number or email, in case we need to ask any further questions concerning the student.

Signed Date ..........................................................

Name Role............................................................

Email ............................................................... Phone.........................................................