Professional Practice

Health And Safety Form And Student Teacher – Associate Teacher Agreement

Victoria University of Wellington has clear expectations about the Student Teacher’s role and behaviour in schools. Early discussion of the topics noted on this form helps clarify parameters for the Student Teacher, indicating how they will work within the school. Completing this form assists the student teacher in clarifying the parameters of the school in which they are placed. Each school is responsible for ensuring that student teachers have been adequately briefed about the health and safety aspects of the school and ensuring that they are safe while undertaking a placement there. The school should notify Victoria University of Wellington about any health and safety incident involving the student teacher as soon as possible by emailing [professionalpractice@vuw.ac.nz](mailto:professionalpractice@vuw.ac.nz)

These forms must be completed and submitted by student teachers **via NUKU** (the University’s Student Learning Management Portal). by the end of Week 1 of Placement.

With the School Coordinator or your Associate Teacher, work through the points below:

|  |
| --- |
| **Health and Safety procedures**  Induction to premises:          ​ ☐​     General introduction to the school, covering health and safety  ​​☐​    Introduction to either the School’s Hazard or Risk register or be told of any notable hazards in   the school environment and the controls they have in place to mitigate the hazards and the associated risks  ​☐​    Evacuation processes have been outlined for fire, earthquake, tsunami , or any other calamities  ​☐​    Know where assembly areas are  ​☐​    Know the procedures for flooding or severe weather    Fire system:  ​​ ☐​   Are there smoke detectors or a sprinkler system installed?  ​​ ☐​   Are there fire extinguishers or fire hose reels installed?  ​​ ☐​   Is there a manual call point (fire alarm) in each classroom? If not, where are they located?    Medical help procedures  ​​☐​   Procedures for medical situations in classroom including the school’s Child Protection Policy  ​​☐​   Who are the first aiders on site?  ​​☐​   Where are the first aid kits located?      **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of School**    **Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student Teacher)** |

|  |  |  |
| --- | --- | --- |
|  | Key information to discuss | Tick to indicate this has been discussed |
| School information | Internet access – how? (School or own computer?) |  |
| Online student records |  |
| School policies and procedures |  |
| Teaching resources |  |
| Photocopying |  |
| Use of school/classroom laptops/tablets |  |
| Access to buildings or facilities and staffroom |  |
| Professional expectations | How staff like to be addressed |  |
| Expected hours of attendance for ST |  |
| Staff dress code |  |
| Duty expectations |  |
| Use of phone and cell phone |  |
| When the ST is to be in class (expected start and finish times on each day) |  |
| General | General points about the school and the community you serve |  |
| How the school communicates with parents/caregivers |  |
| Behaviour management policies and practices |  |
| Planning and communication | When the ST is expected to attend meetings or professional learning |  |
| Time for regular AT-ST meeting for professional feedback |  |
| Expected participation in other aspects of teaching life |  |
| How the AT would like to be contacted if the student is unavoidably absent |  |
| Planning expectations and timeframes |  |
| Agreed by  Student teacher: Date:  Associate teacher: Date: | | |