

School of Education, Sport and Health Sciences: Absence reporting processes for learners and practice learning providers (Health Courses).

This document outlines the escalation process required of placement providers in the event of an unexplained or unnotified absence of a learner that should be on placement. This will ensure that concerns about a learner's welfare are flagged in accordance with the recommendations made in the Universities UK (2022) 'Suicide-Safer Universities: Support for Placement Learners' document.

- 1) Learners should be asked to share their emergency Trusted contact details with their educator / practice supervisor/ assessor at the start of the placement. This may be shared with the educator / practice supervisor/ assessor via the learner's placement passport or Practice Assessment Document (PAD/ e-PAD).
- 2) If a learner does not attend placement as expected, an attempt should be made by the placement site to contact them to establish the reason for this.
- 3) If the learner cannot be reached, or there is concern about the learner's welfare, the placement site should contact the university for support. Practice educators/ supervisors/ assessors have access to the placement administrators, placement leads, course leads, Link Lecturer team (for nursing learners) or Head of Practice Learning and Development who can be reached Monday – Friday 9-5. If practice sites do not know who to contact, they can email: ESHEnquiries@brighton.ac.uk and they will be directed to the appropriate person.
- 4) If any immediate concerns for the learner's safety arise, practice providers should contact the appropriate emergency services. They are also advised to alert the university's Cause for Concern Team who will pick this up the next working day: cfc@brighton.ac.uk
- 5) Where University staff have concerns about the learner's welfare they will flag it to the 'Cause for Concern' team.
- 6) Out of hours, practice sites should follow their organisational policies and processes, using the learner's Trusted contact details. They should alert the University so this can be followed up asap in office hours. The University's out of hours contact (01273 642222) would only be used for serious incidences and so general concerns should be made as per the above and not to this number out of hours.

Practice-Learning contact addresses:

PLL Team (nursing, TNA): practiceliasonteam@brighton.ac.uk

Physiotherapy: physiotherapy-placements@brighton.ac.uk

Occupational Therapy: occupational-therapy-placements@brighton.ac.uk

Diagnostic Radiography: diagnostic-radiography-placements-admin@brighton.ac.uk

Podiatry: podiatry-placements@brighton.ac.uk

Paramedic Science: Paramedic-Science-Placements@Brighton.ac.uk

Midwifery: Midwifery-Placements@Brighton.ac.uk

Cause for Concern: cfc@brighton.ac.uk