

Scope: Students	Effective Date: 01/10/2023	Responsible Dept: Placement Team	Equality Impact Assessment Completed:
Last updated by/date: Placement Team/Sept 2023	Next review date: August 2024	Associated links and webpages:	

Placement Travel Policy

Est.
1841 | YORK
ST JOHN
UNIVERSITY

1. PURPOSE

- 1.1. For programmes with professional placements, it is expected that students will be required to travel to locations across the region. This policy sets out the bounds or what is reasonable travel, how the Placement Team operates and the responsibilities of the student.

2. SCOPE

- 2.1. This policy applies to students who are engaged in a course which is supported by the Placement Team, namely: Initial Teacher Education (ITE), Early Years Education and Care (EYEC) and health related courses.
- 2.2. This policy does not cover travel with respect to work experience modules or those undertaking a placement year/year in industry.

3. OVERARCHING PRINCIPLES

- 3.1. The University/Placement Team will take all reasonable steps to ensure that all placement allocations made will take travel distance/time into account.
- 3.2. Travel and logistics play a role in placing decisions but are not the only or primary consideration. Compliance with the requirements of the course and ensuring placement offerings provide students with the opportunity to progress take precedence.

4. COVERAGE AND TRAVEL TIME

- 4.1. The providers who support students on the programmes covered by this policy are spread across a wide geographical area. This geographical spread is required to enable the placement team to adequately place all students and to ensure all students have experiences that meet the requirements of the programme.
- 4.2. It is common for students to be required to travel to the following areas (the areas listed are meant to provide a broad indication of the region, but it is not exhaustive):
 - North – Darlington, Middlesbrough, Thirsk, Northallerton
 - East – Scarborough, Bridlington, Hull, Grimsby, Market Weighton
 - South – Scunthorpe, Doncaster, Selby
 - West – Knaresborough, Harrogate, Halifax, Leeds

- 4.3. For the purposes of placing students the University consider a reasonable travel time to placement is up to 90 minutes one-way regardless of the mode of transport.
- 4.4. Where anticipated travel time is greater than 90 minutes an allocation will only be made if the Placements Team are not able to place within a 90 minute radius, *and* it is believed accommodation is available with a short distance of the placement provider, *and* the University will cover the cost of the accommodation *or* expenses are available to cover the cost.

5. STUDENT RESPONSIBILITIES AND EXPECTATIONS

- 5.1. At the start of each Academic Year the Placement Team will ask students to complete a personal details form with the most up to date information. All students are expected and required to complete this form as soon as possible and within the timeframe stated when the form is distributed.
- 5.2. This form is collected and the data gathered for the purposes of assisting the Placement Team in making placing decisions in conjunction with the other factors mentioned in 3.2.
- 5.3. If the form is not submitted the Placement Team will use any prior information available and will base all travel decisions on this existing information. If no information is available Lord Mayor's Walk will be taken as the student's address for the purposes of placing.
- 5.4. Students should update the Placement Team as soon as possible if there are any changes in circumstances.

6. PLACEMENT TEAM RESPONSIBILITIES

- 6.1. When placing students the Placement Team will take the following travel factors into account:
 - Distance between placing address and placement address
 - Suitable modes of transport
 - Previous travel to placements
 - Eligibility for expenses support (see Placement Expenses Policy, some courses namely EYEC and PG ITE are not eligible for expenses)
 - Time of day travel will be required and expected time of arrival/departure from placement in line with the professional expectations of the provider.
- 6.2. For the purposes of this policy acceptable modes of transport suggested by the Placement Team are:
 - Car – (student owned or hire vehicle) – please also see Study Related Driving Policy for further details of driving to placement
 - Car share
 - Public Transport – this would be bus and/or train
 - Coach

- Walk – this is an exception to the 90 minute travel limit. Any journey or part thereof requiring a walk greater than 60 minutes will be deemed unreasonable
 - Taxi
- 6.3. When releasing allocations guidance on mode of travel will be provided or available upon request.
- 6.4. If the suggested mode of transport requires an external company (hire car, coach or taxi (not bus)) the Placement Team will be responsible for booking the travel.
- 6.5. The Placement Team will provide guidance and administer any and all expenses in relation to travel to placements. Please see separate policies and guidance around expenses.

7. CAR SHARE

- 7.1. To reduce the environmental impact of placement travel and to maximise utilisation of placements, the Placement Team will often recommend car sharing in either a student's own vehicle or using a hire car.
- 7.2. Students using their own vehicle chose to provide support to other students at their discretion.
- 7.3. Students using a hire car may be required by the University to provide support to fellow students.
- 7.4. Car sharing does not require all parties to be living in the same property or going to the same placement location. The Placement Team will give consideration to the time involved at both ends of the journey and will not recommend car sharing where any detour is deemed to be unreasonable.
- 7.5. In car share situations the passenger is responsible for ensuring they are ready and available at the agreed location and time and the driver should not be expected to wait any longer than 5 minutes to commence the journey.

8. ACCOMMODATION

- 8.1. Where travel to placement is not possible within the defined reasonable time, accommodation for the duration of the placement will be considered.
- 8.2. Accommodation bookings are the responsibility of the student but the Placement Team will assess if potential options are available prior to placing.
- 8.3. Accommodation should be self-catered and any expenses incurred staying in accommodation may be covered (in full or in part) by the relevant expenses process.
- 8.4. Students can chose to live with friends or family during a placement provided they inform the Placement Team in advance of their wish to do so. The Placement Team

will consider this address as the base for placing. The placement will remain within the normal geographical area.

- 8.5. Students staying in accommodation will be responsible for ensuring appropriate insurance is in place for their belongings whilst in the accommodation. The University accepts no liability for any losses incurred.

9. EXTERNAL COMPANIES

- 9.1. The University has contracts with approved suppliers for hire cars, coach travel and taxi bookings. The Placement Team will only book travel through these approved suppliers. The Placement Team will only consider using an external company where YSJ bears the cost or expenses can be claimed by the student (ie PG ITE students would not have travel booked for them).
- 9.2. Students should not book travel (even through approved suppliers) unless they have been explicitly advised to do so by the Placement Team.
- 9.3. The Placement Team may suggest a student arrange their own travel using a non-approved supplier where the travel occurs at the edges or beyond the usual placement footprint and using a separate company is a most cost-effective option.

10. HEALTH AND SAFETY

- 10.1. The Health and Safety of students is paramount to the University and the University will take all proportional steps to ensure the Health and Safety of all students during travel to placement.
- 10.2. Such steps can include:
- Using only approved external companies for the hire cars, coach travel and taxi travel. All companies are required to have sufficient health and safety policies and procedures in place prior to commencing a contractual relationship with the University
 - Ensuring all drivers and competent are licenced to do so (see Study Related Driving Policy)
 - Ensuring all student owned car have a valid MOT and are insured (see Study Related Driving Policy)
 - Avoiding any suggested travel routes that involve walking along a public highway where there is no footpath
- 10.3. When traveling on public transport, coaches or taxis, students are expected to follow all guidance from the relevant operators and fall under the risk assessments and associated policies of the operators.
- 10.4. Travel to placement is to be treated as a normal commute to work and whilst the University will take steps to aid safe travel to placement it cannot mitigate against all risks and students are expected to exercise normal judgement and common sense whilst commuting.