

Contents

SECTION ONE: TRAINEE DETAILS, CONTEXT AND PURPOSE	2
SECTION TWO: ISSUES TO BE CONSIDERED	3
SECTION THREE: SUPPORT AND STRATEGIES.....	4
SECTION FOUR: TRAINEE DECLARATION	5
SECTION FIVE: REVIEWS	5

Aims of a Personal Support Plan

- Provide necessary information and guidance about personal, health or disability conditions that do not affect a trainee's fitness to train or pose a risk to pupil safety but may require additional support or reasonable adjustments to be put in place during the training programme.
- Provide guidance to placement schools to support them in providing reasonable adjustments, if deemed necessary, within the context of the school setting and such that no risk is posed to pupils or colleagues.
- Ensure that GITEP SCITT course leaders and partnership schools are supported to provide equal opportunities for all trainees, in line with the requirements of the [Equality Act, 2010](#).
- Involve trainees in consensual, collaborative information sharing and decision making about support and reasonable adjustments, applicable to the context of the training programme and school placements.
- Placement schools are encouraged to devise their own risk assessment and support plan where necessary, which are specific to their settings and personnel, but this should be used in conjunction with this one from GITEP SCITT course leaders.

NB: The information in this document is confidential. It must only be shared with colleagues named in this document, and only then with the consent of the trainee who is the subject of the document.

**Not all sections of this template will be relevant.
Where this is the case, please indicate this with 'N/A' rather than
leaving blank.**

GITEP Trainee Personal Support Plan 2025/26



SECTION ONE: TRAINEE DETAILS, CONTEXT AND PURPOSE

Trainee:	
Parent school:	
Twin school:	
Date of plan:	

Review dates:	
<i>Mid P1</i>	
<i>Start Twin</i>	
<i>Mid Twin</i>	
<i>Start P2</i>	
<i>Mid P2</i>	

Context of the plan:	
Purpose of the plan:	

GITEP Trainee Personal Support Plan 2025/26



SECTION TWO: ISSUES TO BE CONSIDERED

Issue(s) to be considered requiring support

Medication (if applicable)

Length, frequency, triggers.

Is first aid/medical attention/an ambulance necessary?

Who is involved or at risk (if applicable)? (Please highlight)

Trainee

Pupils

Staff

Other

Who should know? (Please highlight)

Mentor

Supporting class
teachers

Tutor group lead
and Head of
Year

All staff

Pupils

Other (please
specify below)

Other (e.g. specific colleagues):

GITEP Trainee Personal Support Plan 2025/26



SECTION THREE: SUPPORT AND STRATEGIES

Strengths and existing strategies that support wellbeing, performance and progress

Are reasonable adjustments needed? (Please highlight)

YES

NO

What are the reasonable adjustments needed? (Adjustments should be reasonable and feasible within the operational context of the school and the responsibilities of the teaching role.)

In the classroom/daily school life

In Professional studies and meetings/INSET

•

•

In Subject Pathway

Elsewhere

•

•

What other support is needed?

Emergency contact (if applicable)

Additional information

GITEP Trainee Personal Support Plan 2025/26



SECTION FOUR: TRAINEE DECLARATION

Trainee declaration (please tick):

☐ I agree that the information in this document is an accurate representation of my needs, the potential risks posed (if applicable), and the relevant adjustments and support needed to help me to access the training course.

☐ I consent to the information in this document being shared with the colleagues named above.

☐ I agree to notify GITEP SCITT Course Leaders of any changes to the information in this document that may affect the nature of my health condition, the potential risks posed, and the adjustments or support needed.

Trainee signature:

Date:

Prof. Lead
signature:

Date:

SECTION FIVE: REVIEWS

Review:	Mid P1	Date:	
What is working well?			
What needs adjustment?			
What new issues faced?			
Support to add:			
Support to remove:			
Additional information:			

Review:	Start Twin	Date:	
What is working well?			
What needs adjustment?			
What new issues faced?			
Support to add:			

GITEP Trainee Personal Support Plan 2025/26



Support to remove:	
Additional information:	

Review:	Mid Twin	Date:	
What is working well?			
What needs adjustment?			
What new issues faced?			
Support to add:			
Support to remove:			
Additional information:			

Review:	Start P2	Date:	
What is working well?			
What needs adjustment?			
What new issues faced?			
Support to add:			
Support to remove:			
Additional information:			

Review:	Mid P2	Date:	
What is working well?			
What needs adjustment?			
What new issues faced?			
Support to add:			
Support to remove:			
Additional information:			