

Shinfield Infant and Nursery School Document: **Work Experience Placement Policy**

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Date:	April 2021
Next review:	April 2022

Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0	April 2021			

**1. Purpose of the Policy**

This policy sets out the practices and procedures which will be followed when students undertake work experience at Shinfield Infant and Nursery School. This policy aims to provide a safe environment and positive educational climate for pupils.

**2. Introduction**

At Shinfield Infant and Nursery School we believe that work experience is an important learning experience for students. Work experience at our school allows individuals to experience the social interaction, professional values, daily routines and general demands that typify a role in a school.

As well as benefitting the student who undertakes work experience, at Shinfield Infant and Nursery School, we believe that this opportunity can also benefit our pupils. Students on work experience can bring enthusiasm, practical help and increased engagement to the classroom.

The benefits of work experience to both the student and our school mean that Shinfield Infant and Nursery School is committed to providing opportunities for work experience within the school wherever this is possible and practicable, and where this does not interfere with the quality of teaching and learning provided to our pupils.

**3. The Aims and Objectives of this policy**

- To outline procedures and practice for work experience students.

**4. The Management of this Policy**

The Local Advisors have a fundamental role to:

- Oversee Shinfield Infant and Nursery School's Work Experience Placement Policy.
- Challenge members of the Senior Leadership Team on safeguarding practices relating to work placements.

**The Headteacher will:**

- Have primary responsibility for ensuring that any work experience student invited into the school environment is given basic briefing for their own safety and that of school pupils and staff
- Ensure that pupil safeguarding is at the forefront of every decision made with regards to accepting a young person.

**Teachers will:**

- Take responsibility for overseeing all tasks that any work experience student undertakes with pupils.
- Ensure that work experience students are never placed in a situation whereby their own safety or that of pupils may be compromised.
- Ensure work experience students are supervised throughout the placement.
- Give clear explanation of the duties expected of them.
- Encourage work experience students to take an active part in a variety of learning activities.
- Give direction and advice to enable work experience students to perform to the best of their ability.
- Offer opportunity to incorporate student talents into lessons.
- Monitor with a view to offering feedback to the work experience co-ordinator.

**Students will:**

- Ensure that they are never left alone unsupervised with pupils.
- Adhere to all school safeguarding processes and procedures.
- Not have a need to take photos or videos through the placement.
- Use appropriate language in front of pupils.
- Ensure their clothing is suitable for the school environment.
- Work from 8.30am until 3.30pm unless other arrangements have been agreed between the placement school, the secondary school/college and the student.
- Introduce themselves to the Head Teacher or other member of SLT on the first morning.
- Attend a meeting with the Designated Safeguarding Lead (DSL) as soon as possible on arrival.
- Assist the teacher in setting up resources in advance of lessons.
- Receive a one hour lunch break.

Any complaints or concerns regarding students during their time in the school will be immediately addressed to the Headteacher who will then make contact with the student's work experience coordinator.

**5. Safeguarding children and child protection**

The school will have regard to the DfE statutory guidance, 'Keeping Children Safe in Education'. This states that a supervised volunteer (i.e. an individual carrying out supervised work experience) does not require a barred list check but should obtain an enhanced disclosure and barring service (DBS) check where they are over the age of 16.

All students undertaking work experience at Shinfield Infant and Nursery School must be supervised at all times and will be made aware of child protection policies and procedures.

**6. Application Process**

Applicants will be considered directly by each school on a first come, first served basis subject to the vetting arrangements in each school.

Places will be allocated by the Headteacher and subject to capacity of the school at that time.

## **7. Procedures**

Before a student is accepted to undertake work experience, the following procedures will be completed:

- The work experience student must provide suitable documentation/references from their secondary school/education provider regarding their suitability for work experience.
- The teacher who will be supervising the work experience student must accept this responsibility after taking into account their upcoming lessons and tasks.
- The student must meet with the Headteacher and/or the teacher who will supervise their work experience so that the young person's suitability can be assessed.

The Headteacher has the power to either refuse or end a student's work experience at any time. After consent is given, the requisite documentation should be completed. This will include:

- A letter offering a work experience placement and outlining the dates and times this will occur.
- Appropriate risk assessments.
- Staff handbook to assist the young person during their placement.
- A visitor's badge to ensure that the young person has signed-in at the office and then report to the appropriate member of staff.

## **8. Health and safety**

Students must on work experience are required to comply with the school's Health and Safety Policy. They should be made aware of emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular task. Risk assessments must be undertaken before the young person begins their period of work experience. The student should also read and sign the school's Health and Safety Policy to certify that they have understood and will comply with this document.

## **9. Absence**

If a student completing work experience is unable to attend for any reason, they are required to inform the school by calling the office on before 8.00 a.m. If, for any reason, a work experience volunteer is called away while working at the school they should inform their class teacher and the office before leaving the premises.

## **10. Confidentiality**

All information on individual pupils and members of staff is confidential and the sharing of data is protected under the Data Protection Act 1998. Anyone undertaking work experience is not permitted to discuss children's or staff members' personal information with other professionals in the school. In addition, such information should never be shared with anyone outside of the school. Any individual who breaks this confidentiality rule will be asked to leave the school

There may be instances where work experience students must pass information to the Headteacher or class teacher. These include incidents where a child discloses that he or she is being harmed in any way. Students are advised not to report this to the child's parents/carers but to instead inform the class teacher and/or designated safeguarding lead as soon as possible.

### **11. Internet use and social networking**

Students on work experience are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails. The school's Online Safety Policy should be complied with at all times. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding employment at Shinfield Infant and Nursery School or any activities which may bring the school into disrepute and/or may cause questions regarding the individual's suitability to work with children. Work experience students must not attempt to contact pupils via social media or email, or make arrangements to meet outside of school.

### **12. Equal opportunities**

At Shinfield Infant and Nursery School, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender or sexual orientation, as per the Equality Act 2010. Additionally, though not protected characteristics under the Equality Act, marital, social and financial status should never be grounds for discrimination. All work experience volunteers are required to make a commitment to this policy and treat everyone with respect at all times.

### **13. Code of conduct for those on work experience**

- Students completing work experience are expected to maintain high standards of behaviour and conduct whilst involved in activities at the school volunteers should:
- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other members of the school and make them feel valued.
- Be approachable, pleasant and a positive role model for pupils.
- Adhere to all school policies.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all children and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes professional, healthy and safe working practices. The dress code in the Staff handbook should be complied with.
- Accept and follow directions from the class teacher providing supervision, as well as any other staff members at the school and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising class teacher any potential hazards in the workplace.
- Conduct work in a co-operative manner. Mobile phones should be turned off while work experience tasks are performed and during class time.