



**Greenfield**  
Primary School

# **Greenfield Primary School WORK EXPERIENCE POLICY**

**Approved by Governors (date) .....**

**Signed on behalf of the Governing Body .....**

**Chair of Governors**



# **Greenfield Primary School**

## **WORK EXPERIENCE POLICY**

Work experience is an important part of preparing students for employment. It enables students to learn about the world of work in a real life working environment. With this in mind Greenfield Primary School is supportive of students from other schools and colleges wishing to undertake their work experience at Greenfield.

### **Information Prior to acceptance**

It is the responsibility of the Head teacher to ensure the school receives adequate information on prospective work experience students prior to them being accepted as suitable candidates to work with our pupils. Pupil safeguarding must be at the forefront of every decision made with regards to accepting students.

### **Work Experience agreement**

Students will be expected to sign the work experience agreement (Appendix A).

### **First Day Induction**

It is the responsibility of the Head teacher to ensure that any student invited into the school environment is given proper basic training / briefing on the following subjects for their own safety and that of school pupils and staff:

Behaviour Management  
Child Protection  
Code of Conduct  
Confidentiality  
Dress Code  
Fire / Emergency Evacuation Procedure  
First Aid procedures  
Health and Safety  
Use of mobile phones

The induction process (Appendix B) will follow:

- General housekeeping and provision of policy and guidance documents – School Business Manager
- Safeguarding induction – Head teacher
- Fire training and Health and Safety – Premises Officer

## **Supervision**

The student will be allocated a class or classes and the class teacher will be responsible for the supervision of that person. It is important that the teacher ensures that the student keeps within the guidelines that the school will give them. If the student is working in more than one class they will be provided with a timetable.

## **Confidentiality**

During time spent at Greenfield students will be advised that all conversations and any documentation they may have access to is strictly confidential and should be treated as such.

## **Signing in**

Students must sign the visitors book each day of arrival and departure.

## **What students should do while on work experience**

As far as possible students will undertake real tasks to give an idea of the work carried out by teaching staff. They will be offered a basic understanding of how teachers organise their day to meet the needs of the national curriculum. Students should be encouraged to display any particular skills they may have to enhance pupils learning in the class they are working with wherever appropriate

## **What classroom teachers should do**

Teachers will take responsibility for overseeing all tasks that any work experience student undertakes with pupils by ensuring students are;

- never placed in a situation whereby their own safety or that of pupils may be comprised
- never left to work alone with pupils out of the vision of another member of staff
- given clear explanation of the duties expected of them
- encouraged to take an active part in a variety of learning activities
- given direction and advice to enable them to perform to the best of their ability
- offered opportunity to incorporate any specific talents they may have into lessons
- monitored with a view to offering feedback to their school work experience co-ordinator during an on-site visit

## **Student Restrictions**

While on work experience there are limitations to the type of work that students can experience whilst on their work experience with the school.

Students must;

- never put themselves in a position where they are left alone unsupervised with pupils
- not use any language deemed unacceptable for our pupils
- ensure their clothing is suitable for the school environment
- take mobile phones or electronic devices into teaching areas

**Liability:**

Greenfield's public liability insurance policy covers those conducting voluntary work.

**Equal Opportunities**

All students wishing to carry out their work experience within Greenfield will be given equal consideration in line with our Equal Opportunities policy.

**Financial Implications**

Students on work experience do so voluntarily and therefore are not entitled to any payment for services.

**Complaints / Concerns**

Any complaints or concerns regarding students during their time in the school should be immediately addressed to the Head teacher who will then make contact with the student's work experience co-ordinator.

**APPENDIX A**

**GREENFIELD PRIMARY SCHOOL**  
**WORK EXPERIENCE AGREEMENT**

<b>Student name:</b>	
<b>D.O.B</b>	
<b>Address:</b>	
<b>Tel no:</b>	
<b>Next of kin:</b>	
<b>Contact no:</b>	
<b>Medical conditions:</b>	
<b>Medication taken:</b>	

<b>Start date:</b>	
<b>End date:</b>	
<b>Hours:</b>	

<b>School/College:</b>	
<b>Address:</b>	
<b>School/College contact name:</b>	
<b>School/College contact number:</b>	
<b>School/College Visit:</b>	

## **Placement description**

You will be based in the school classrooms, working with school staff to support children with their learning activities in the classroom. You will work with teachers to make sure pupils enjoy learning in a safe and caring setting.

This may include:

- getting the classroom ready for lessons
- listening to children read, reading to them or telling them stories
- helping children with learning activities
- helping children who need extra support to complete tasks
- clearing away materials and equipment after lessons
- helping with outings and sports events

At no time will you be left on the premises alone and will be supervised at all times.

## **Responsibilities during the placement**

### **Behaviour**

You will be expected to be courteous and respectful to staff and pupils during your placement.

### **Confidentiality**

You must not, at any time whether during or after the placement, disclose to a third party, any confidential information you obtain during your placement which is not available to the public. Students should not discuss information regarding any member of staff or pupil outside of this placement. This includes the use of social media sites to comment about the placement or staff and pupils at Greenfield.

### **Mobile phones and portable devices**

For reasons of safety and security, students should not use their mobile phone or any other technology in a manner that is likely to bring the school into disrepute or risk the welfare of a child or young person. Phones and devices should be left with personal belongings during school time, away from the classroom and areas used by children.

Access to computers, iPads and Netbooks will be under the supervision of the class teacher and subject to the school's e-Safety and Authorised Acceptable use policies.

Students must not enter areas designated as off limits or interfere with equipment also considered off limits as identified by the school during the induction process.

### **Clothing**

Clothing should be sensible, smart casual with no high heels, minimal jewellery, no dangly earrings.

## **Hours of work**

9.00 am to 3.30pm (or otherwise agreed with the college).

You will be expected to arrive no later than 8.55am ready to start at 9am. Lunch takes place from 12 – 1pm with a morning break between 10.30 and 11am. If you are unable to attend on any day, for example through illness, you should ring the school office on 0116 2773584 before 8.45am.

The number of hours worked by the student will not exceed 32.5 per week. Students are to remain on the premises throughout the working day.

## **Transport and Lunch**

You will be responsible for making your own arrangements for transport and lunch.

## **Health and Safety**

You must: -

- take reasonable care to avoid injury to yourself or to others
- report any accident or injury immediately to your teacher supervisor to be recorded in the school accident records
- advise the school of any medical condition and medication you take for this condition (this information will be treated in the strictest confidence)

You must not: -

- interfere with, or misuse any clothing or equipment provided to protect your Health and Safety.

Greenfield Primary School will take reasonable care of your Health and Safety under this agreement. A Young Persons Risk Assessment will be undertaken, identifying measures to be taken to control or eliminate any identified risks.

## **Documents**

You will be provided with the following documents\*:

Safeguarding policy  
Code of Conduct  
Staff guide  
Overarching Behaviour Policy

*\*This list is not exhaustive and may be updated to reflect changes to policies.*

Any student found to be breaching this agreement or associated policies may be asked to leave the school.



Signed.....

Student.....

Signed.....

Head teacher.....

Date.....

**APPENDIX B**

**INDUCTION CHECKLIST FOR WORK EXPERIENCE/PLACEMENT STUDENTS**

<b>Item</b>	<b>Date</b>	<b>Staff initials</b>
DSL - Safeguarding procedures		
Documents and policies		
Fire drills and procedures, tour of school		
Where to store personal belongings		
Location of toilets		
Mobile phones		
Absence reporting procedure		
Signing in and signing out procedure		
First aid procedures		
Allocation of class and teacher supervisor		

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V1	Date created: 29/2/2016 Review date: Feb 2019	A Gordon