



Work Experience

Approved by: C .Scott
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Signed by: Roy Fisher (Chair of Governors) Signed by: Jonathan Clucas (Head Teacher)

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Statement of intent

At Layton Primary School, we believe that work experience is an important learning opportunity for young people. Work experience at our school allows individuals to prepare for the social interaction, professional values, daily routines and general demands of a role at this school.

The school is committed to providing opportunities for work experience within the school wherever this is possible and practical, and where this does not interfere with the quality of teaching and learning provided to our pupils.

This policy sets out the practices and procedures which will be followed when young people undertake work experience at the school. This allows our school to provide a safe environment and positive educational climate for all pupils.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- The UK General Data Protection Regulation
- Data Protection Act 2018
- DfE 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Social Media Policy
- Equality, Equity, Diversity and Inclusion Policy
- ICT and Electronic Devices Policy
- Health and Safety Policy
- Staff Handbook
- Volunteer Policy

Roles and responsibilities

The governing board is responsible for:

- Ensuring the effectiveness of this policy by monitoring and reviewing it annually.
- Ensuring all work experience activities are planned properly and safely, and that these plans are communicated to young people undertaking work experience at the school.
- If deemed necessary, ensuring DBS checks have been obtained for young people on work experience who are over 16-years-old and in regular contact with pupils.

The headteacher is responsible for:

- The day-to-day implementation of this policy.
- Consenting to individuals undertaking work experience.
- Ensuring individuals undertaking work experience have read and understood all relevant policies before commencing work.
- Ensuring individuals completing work experience always have access to a member of staff.

The supervising member of staff is responsible for:

- Meeting with young people who wish to undertake work experience at the school and assessing their suitability.
- Ensuring the individual is always supervised and ensuring the individual is escorted around the school, e.g. between lessons.
- Providing the individual with lesson plans prior to lessons to ensure they have time to prepare.

Activities

Young people undertaking work experience will be directed by the class teacher that they are assigned to, and or the Team Leader.

Procedures

Consideration stage

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

Where applicable, the work experience student will provide suitable documentation and references from their education provider regarding their suitability for work experience.

The work experience student will meet with a member of senior staff so that the student's suitability can be assessed. The headteacher has the power to either refuse or end a work experience student at any time.

After consent has been given

After the senior member of staff has consented to the student undertaking work experience, the requisite documentation will be completed. This will include:

- An email from the Business Support Team offering a work experience placement and outlining the dates and times this will occur.
- On the first day of their work experience, the student will sign in at the office and report to the Office Manager to complete an induction.

- The Office Manager will ensure that the student has read and understood the school's Child Protection and Safeguarding Policy, as well as all relevant parts of the Staff Code of Conduct. Pertinent points in this handbook will be raised and discussed if necessary. The work experience student will be made aware of the name of the DSL and Deputy DSLs.
- The work experience student will sign a declaration that they have read and understood their induction
- For the duration of the placement, if the work experience student is under the age of 16, they should be escorted by the supervising member of staff when moving around the school, e.g. between classes and during breaks. If the work experience student is between the ages of 16-18 and has provided a DBS applied for via their college, they would not need to be escorted
- For the duration of the placement, work experience students have a dedicated space to eat their lunch and specific toilet facilities to use. If the work experience student is in year 11 or below, they are expected to stay on school premises for their lunch.
- For the duration of the placement, work experience students will be expected to wear their student lanyard and display their visitor badge at all times.

Internet use and social networking

Young people 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 **Acceptable Use Policy** will be always adhered to.

Care and attention will be taken while using social networking sites – the school's **Social Media Policy** will be adhered to at all times. Use of these sites will not involve communication regarding employment at the school or any activities which may bring the school into disrepute or may cause questions regarding the individual's suitability to work with pupils.

Work experience will not attempt to contact pupils or their parents via social media or email, or make arrangements to meet outside of school.

Child protection and safeguarding

The school will have regard to the DfE's statutory 'Keeping children safe in education' (KCSIE) guidance. This states that a supervised work experience, i.e. an individual carrying out supervised work experience, does not require a barred list check, but should obtain an enhanced DBS check where they are over the age of 16.

All young people undertaking work experience at the school will be supervised at all times and made aware of the school's child protection policies and who the school's DSL is. If an individual wearing a visitor's badge is found unsupervised, the individual will be escorted to the SLT office here they are to wait until the supervising member of staff is located.

A safeguarding risk assessment will be produced, where necessary, and subsequently recorded.

Welfare and safety of pupils and those undertaking work experience

The school aims to ensure that activities are planned properly and safely, and that young people undertaking work experience are informed of these plans.

We will ensure that young people completing work experience have access to a member of staff, should they wish to discuss difficulties or report on issues that may arise.

All those undertaking work experience should:

- Sign in and out of the building at the school office.
- Wear their student lanyard and visitor's badge at all times.

Health and safety

Young people on work experience are required to comply with the school's Health and Safety Policy. They will be made aware of emergency procedures, e.g. evacuation, and safety aspects of being involved in a particular task, e.g. while in a science lesson.

Risk assessments will be undertaken before the student begins their period of work experience.

Absence

If a student completing work experience is unable to attend for any reason, they are required to inform their school/college.

If, for any reason, a work experience student is called away while working at the school, they should inform their supervising member of staff and the school office before leaving the premises.

If Ofsted have a planned visit to school, work experience students will be requested not to attend school for the duration of the visit.

Confidentiality

All information on individual pupils and members of staff is confidential, and the sharing of data is protected under the Data Protection Act 2018 and UK GDPR. 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 supervising member of staff. These include incidents where a child is bullied or when a child discloses that he or she is being harmed in any way. Young people on work experience are not to report this to the child's parents but to instead inform the supervising member of staff or DSL as soon as possible.

Monitoring and review

This policy is reviewed on an annual basis by the headteacher and governing board, who will make any necessary changes and communicate these to all members of staff.

All students are required to familiarise themselves with this policy before beginning a work experience placement at the school.

Appendix A

Work Experience Code of Conduct

All students undertaking work experience are expected to maintain high standards of behaviour and conduct throughout their placement at the school. You 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.
- Always maintain confidentiality of personal information, unless there is a need to report something.
- Treat all pupils 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.
- Ensure your mobile phones is turned off while work experience tasks are performed and during class time.

Declaration

I declare that I have received, read and understand the terms and conditions of this code of conduct.

I understand my obligations under this code of conduct and agree to comply fully with them whilst I am undertaking work experience at Layton Primary School.

Signed:

Date: