



**Discover - Value - Celebrate - Praise**

## **Work Placement/Work Experience Policy**

<b>Formally adopted by the Governing Board of:-</b>	<b>Denver V. C. Primary School</b>
<b>On:-</b>	<b>23<sup>rd</sup> February 2022</b>
<b>Chair of Governors:-</b>	<b>Amanda Dawson</b>
<b>Last updated:-</b>	

## **Statement of Intent**

At Denver VC Primary School, we believe that work experience and work placements are an important learning experience for young people. They enable students to learn about the world of work in a real life working environment and are an important part of preparing them for future employment.

As well as benefitting the young person who undertakes the work experience, we believe that the opportunity of work experience/placements also benefits our pupils. With this in mind, Denver VC Primary is committed to providing opportunities for work experience/placements in school wherever this is possible and practicable.

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

## **Safeguarding**

The safeguarding of pupils and staff at Denver VC Primary is paramount and must be at the forefront of every decision made with regards to accepting students. Any volunteer or student invited into the school environment must be made aware of the school's safeguarding and child protection procedures. All volunteers and students undertaking work experience/placements must be supervised at all times. An enhanced DBS will be required for volunteers and students over the age of 16.

## **Health and Safety**

Volunteers and students are required to comply with the school's Health and Safety Policy. They should be made aware at induction of emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment). Risk assessments must be undertaken. Volunteers and students need to exercise due care and attention and report any obvious hazards or concerns to the Headteacher.

## **Confidentiality**

Volunteers and students in school are bound by a code of confidentiality. Any concerns that volunteers or students have about the children they work with/come into contact with should be voiced with the class teacher or DSL and NOT with the parents/carers of the child outside of school.

## **Volunteer and Student Welfare and Safety**

Denver VC Primary aims to ensure that activities are planned for properly and safely, and that volunteers and students are informed of these plans. All volunteers and students will have access to a mentor, should they wish to discuss difficulties or report issues that may arise. All staff, visitors and volunteers are required to be identified and located at all times. For this reason, all those undertaking work experience/placements should sign in and out of the building in the office and wear a visitor's badge at all times.

## **Supervision**

All volunteers and students work under the supervision of the class teacher/mentor of the class to which they are assigned, with Mrs Jones, the Headteacher, having overall responsibility. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers and students should have clear guidance from the teacher as to how an

activity is carried out and what the expected outcome of an activity is. Volunteers and students are encouraged to seek further guidance from the teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

### **Staff Responsibilities**

As far as possible, students should undertake real tasks to give them an idea of the work carried out by teaching staff. They should 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.

Staff must 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 compromised
- 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 work experience/placement co-ordinator

### **Student Expectations**

There are limitations to the type of work that volunteers and students can experience whilst on their work experience/placement with the school.

Volunteers and students must:

- never put themselves in a position where they are left alone unsupervised with pupils
- only take photos of pupils with the consent of the class teacher/mentor and using school photography equipment only
- not use any language deemed unacceptable for our pupils
- ensure their clothing is suitable for the school environment

In the event of being late for the placement or unable to attend, volunteers or students are expected to contact the school office as early as possible

Attendance records must be brought to the mentor's attention daily or weekly. Attendance records will not be signed in retrospect.

Volunteers and students are expected to behave in an appropriate manner regarding the use of the internet and emails. The school's acceptable use policy should be followed at all times. Volunteers and students should not attempt to contact pupils via social media or email, or make arrangements to meet outside of school.

Volunteers and students must sign in and out at the office on arrival and departure each day. This includes when leaving the premises for a lunch break.

Volunteers and students should receive a one hour lunch break and are not obliged to support teachers with planning and preparation during their break. Students are however welcome to offer support during their break times if they wish to do so.

Volunteers and students are welcome to go into the playground on lunch duty so long as they are acting as a member of staff and ensuring the code of conduct is adhered to at all times

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

### **Complaints**

Any complaints or concerns regarding volunteers or students during their time in the school should be immediately addressed to the Headteacher.