

**Work Experience Policy**

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|  | Name | Signature | Date |
| Prepared by: | Helen Ballam |  | May 2018 |
| Checked and Reviewed by: | Governing Body |  |  |
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Introduction

The school receives numerous requests for work experience and volunteer placements and acknowledges the benefits that such placements can offer: it is a way in which people can sample the professional values, social interaction, daily routines and demands that typify a job based in school. In addition to the benefits that they derive, people on placements can also offer a positive contribution to the school. Their enthusiasm and practical help can add interest to classrooms and support learning in a practical manner. It is important that the number of people who are on work experience in the school does not become intrusive. Neither should work experience be to the detriment of our pupils’ care and education.

Offer of a Placement

(Local Schools, College, University)

The school already has established links with several educational providers. These include:

• Thurston Community College

• West Suffolk College

• Various local secondary schools for block Work Experience placements, usually 1 week.

These establishments contact the school initially on behalf of students to determine the availability of placements. Any agreement to provide work experience will be after consideration of the following criteria:

• The teacher is happy to accept a student;

• The additional adult presence would not hinder the smooth running of the class;

• No child in the class is related to the student or member of staff.

• Suitable documentation is provided (e.g. insurance, consent forms, application form references etc.) and the applicant obtains a Disclosure and Barring Service (DBS) check **if appropriate**. Once the school has agreed to offer a placement to students from these establishments, the student would be expected to contact school to arrange a meeting, which would include an induction briefing.

Work experience for students related to existing students and/or staff are not encouraged and will be reviewed on an individual basis by the Headteacher.

Other Placements (e.g. Pre PGCE, Volunteers)

All other applicants will be required to complete a brief application form and provide details of two referees. The form will be considered by the Volunteer Coordinator who co-ordinates placements, in conjunction with other teaching staff. The school can only accommodate a certain number of placements at any one time.

DBS Checks

Before starting in school and to ensure the safety of our pupils at all times, volunteers should complete a DBS (formerly CRB - Criminal Records Bureau) check. Forms can be obtained via the school office. We are unable to have any volunteer in school unless they have been cleared by the Criminal Records Bureau and show their certificate in school. The number of this certificate will be recorded. The school office has a register of visitors in school. Once your visits have been agreed and you have a cleared CRB form, please sign in and out of school at reception on EVERY visit and wear your visitor’s badge.

Aims of Work Experience:

• Gain greater understanding of the requirements of the world of work;

• Identify their strengths and areas for developments;

• Establish linkage to their chosen career or employment in genera;

• Recognize the health & safety implications of the workplace;

• Provide a work related context to support and enhance the curriculum.

Organisation:

• The Headteacher will meet with the student before the placement is agreed to understand their future ambitions in terms of working in Education;

• The Headteaher will meet with phase leaders to determine which class the student will work in;

• The class teacher will plan with the student what work they will cover;

• There should be opportunities for the student to extend his/her experience through challenging activities;

• The student should be given the opportunity to reflect on the experience and discuss it with their tutors.

Confidentiality

Volunteers in our school are bound by our confidentiality. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential and therefore, this must be respected. Whilst in school you will hear conversations which are of a confidential nature. These cover aspects such as children’s academic progress, misbehaviour, punishment or home circumstances. All information relating to individual children and staff is totally confidential and you must respect this.

Child protection and Safeguarding:

Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher. If a child discloses something, this information should be shared promptly with the child’s teacher. Mrs Ballam and Mrs McIntosh are DSLs (Designated Leads for Safeguarding and Child Protection for Rattlesden School). We cannot offer unconditional confidentiality when a child discloses something; however, reassurance can be given that the best interests of the child will be maintained.

Supervision:

All volunteers work under the supervision of the class teacher to which they are assigned. Teachers retain responsibility for children at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a child’s behaviour or understanding of a task. Break and lunch times should be spent on the playground with other students under the supervision of a teacher or MDS. Refreshments and school meals can be requested.

Behavioural issues:

Although there should be a friendly rapport between you and the child, it should be remembered that you are the leader of a situation. It may sometimes be necessary to stop a child and look carefully at them while you recap the school rules. Please remember NEVER use physical discipline with a child. One way in which we reward children is through house points or with stickers. Please discuss this with your teacher. You should never be left alone with a student.

Role of the Headteacher

The Headteacher will:

* lead the development of this policy throughout the school;
* work closely with the nominated member of the SLT (Cath Jeffery);
* provide training for all staff on induction and when the need arises;
* keep up to date with new developments and resources;
* undertake risk assessments when required;
* review and monitor this policy.

Role of Volunteers

Volunteers will:

* Report to the school office upon entering the school premises.
* Confirm their status by producing verifiable documentation.
* Wear a school visitor’s badge.
* Be familiar with the procedure of evacuating the school building in the event of an emergency (Displayed throughout the school)
* Sign out and return visitors badge when leaving the school.
* Typically follow the working hours for a teaching assistant 9.00am- 3.25pm.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Internet and Social Media

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 ICT Policy and Code of Conduct 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 Rattlesden 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 volunteers must not attempt to contact pupils via social media or email, or make arrangements to meet outside of school. Mobile phones should be switched off and stored away during school hours.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the nominated governor. A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion.