



Work Placements Policy

Reviewed: November 23

Next Review: March 24

Work experience is an important part of preparing students for employment and to encourage teachers of the future. It enables students to learn about the world of work in a real-life working environment. With this in mind, Slingsby CP School is supportive of students from colleges and universities wishing to undertake their work experience with us. It is the responsibility of the designated work placement lead of college or university to ensure the placement school receives adequate information on prospective work experience students prior to them being accepted as suitable candidates to work with our pupils: including providing DBS checks.

Pupil safeguarding is at the forefront of every decision made with regards to accepting students.

The school will provide every work experience candidate with a copy of the Student Induction Booklet. It is the responsibility of the school to ensure that any student invited into the school environment is given basic briefing on the following subjects for their own safety and that of school pupils and staff:

- Behaviour Management
- Child Protection & Safeguarding
- Code of Conduct
- Confidentiality
- Dress Code
- Fire/Emergency Evacuation Procedure
- First Aid procedures
- Health and Safety considerations
- Acceptable Use of the Internet
- Use of mobile phones and smart devices
- Privacy Notices & GDPR
- **Appropriate internet use; including filtering and monitoring**

Students will be assigned to a mentor who will be their first point of contact during their time with the school.

It will be emphasised to students that all conversations and any documentation they may have access to is strictly confidential and should be treated as such.

Students must sign in and out using the signing in book in the main entrance each day on arrival and departure **and wear the appropriate lanyard at all times.** This includes when leaving the premises for a lunch break.

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 will be encouraged to display any 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 skills they may have into lessons;
- monitored with a view to offering feedback to their school work experience co-ordinator during an on-site visit if applicable.

There are limitations to the type of work that students can experience whilst on their work experience with the school. Students must:

- make themselves familiar with the school, its ethos and day to day running by reading the school's website in advance of starting work experience;
- follow the Student Induction book;
- follow the Slingsby School Values for Life;
- never put themselves in a position where they are left alone unsupervised with pupils;
- always exercise caution when supporting or comforting children in line with the school's Safeguarding and Child Protection policies;
- only take photos of pupils with the consent of the class teacher / mentor and use school photography equipment only; **never their personal devices**
- not use any language deemed unacceptable for our pupils;
- ensure clothing and presentation is professional and suitable for the school environment;
- never engage with parents or carers without another member of staff present.

Students are required to work from 8.30am until 3.30pm, unless other arrangements have been agreed between the placement school, college/university and the student.

During the student's first day of placement, they are expected to introduce themselves to the Headteacher and other members of the SLT. In the event of being late for the placement, or if unable to attend, students are expected to contact **the Headteacher via telephone or email** and school office **via email** 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.

Time before and after school, or during break times, may be used to discuss coursework and any other course requirements. Students will also be expected to assist the teacher in planning and setting up resources in advance of lessons. Students should receive a one-hour lunch break and are not obliged to support teachers with planning and preparation during their break. However, students are welcome to offer support during their break times if they wish to do so.

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. They must follow school policy and wear a high-vis jacket.

All students wishing to carry out their work experience within Slingsby School will be given equal consideration in line with our equal opportunities ethos of the school.

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

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