

# DREW PRIMARY SCHOOL

## Work Experience Policy



***‘Learning today for tomorrow's world’***

**Agreed at Governing Body Meeting on .....**

**Signed Headteacher: .....**

**Signed Chair of Governors:.....**



## **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:

- University of East London for Undergraduates;
- Newham College – Various block placements for 1-2 days per week;
- Various local secondary schools for block Work Experience placements, usually 1-2 weeks.

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;
- 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.

## **Other Placements (e.g. Pre PGCE, WEA, GNVQ's, 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, usually no more than two per year group. This may be less at certain key times during the year. Priority will be given to people

requiring placements from establishments with whom we have existing links as identified above.

## **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 from 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 general;
- Recognize the health & safety implications of the workplace;
- Provide a work related context to support and enhance the curriculum.

## **Organisation:**

- The Coordinator will meet with the student before the placement is agreed to understand their future ambitions in terms of working in Education;
- The Coordinator 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, headteacher or deputy headteacher. The headteacher and deputy headteacher are SDOs (Senior Designated Officers for Safeguarding and Child Protection for our 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.

## **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. You may always return a child to class. One way in which we reward children is through class dojo or with stickers. Please discuss this with your teacher.

## **Role of the Coordinator**

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the nominated member of the senior management team;
- 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.
- Enter their details via the touchscreen electronic sign in system.

- Have their photograph taken at reception.
- Wear a school visitor's badge.
- Be familiar with the procedure of evacuating the school building in the event of an emergency.
- Sign out and return visitors badge when leaving the school.
- Typically follow the working hours for a teaching assistant 8.30am- 3.30pm.

### **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.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, 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 and endorsement.

### **Linked Policies**

▪ Safeguarding & Child Protection	▪ Health & Safety	▪ Visitors
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