

# Willingham Primary School



## Work Experience Policy July 2019

**Date Reviewed:** July 2019

**Next Review Date:** July 2022

Work experience is an important part of preparing students for employment. It enables students to learn about the world of work in a real life working environment. With this in mind, Willingham Primary School is supportive of students from other schools and colleges wishing to undertake their work experience at Willingham Primary School.

### **Information Prior to acceptance**

It is the responsibility of the Head teacher/staff mentor to ensure the school receives adequate information on prospective work experience students prior to them being accepted as suitable candidates to work with our pupils. We will require emergency contact details for each student. Pupil safeguarding must be at the forefront of every decision made with regards to accepting students.

### **First Day Induction**

It is the responsibility of the Head teacher to ensure that any student invited into the school environment is given proper basic training/briefing on the following subjects for their own safety and that of school pupils and staff:

- Behaviour Management
- Child Protection
- Code of Conduct
- Confidentiality
- Dress Code
- Fire / Emergency Evacuation Procedure
- First Aid procedures
- Health and Safety
- Use of mobile phones

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

### **Confidentiality**

During time spent at Willingham Primary School it must be stressed to students that all conversations and any documentation they may have access to is strictly confidential and should be treated as such.

### **Signing in**

Students must sign in using the digital system at reception each day upon arrival and departure. Arrangements for students to leave at lunch have to be signed by parent/guardian.

### **What students should do while on work experience**

As far as possible, students should undertake real tasks to give 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 pupils. 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.

### **What staff mentors should do**

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 school work experience co-ordinator during an on-site visit

At the end of the students work experience placement a member of the Governing Body or Head teacher may conduct an “exit interview” of the student to gather feedback to assist any possible future placements within the school.

### **Student Restrictions while on work experience**

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

- NEVER put yourself in a position where you are left alone unsupervised with pupils
- only take pictures of pupils with the consent of the class teacher / mentor on school devices
- not use any language deemed unacceptable for our pupils
- ensure their clothing is suitable for the work environment

### **Equal Opportunities**

All students wishing to carry out their work experience within Willingham Primary School will be given equal consideration in line with our Single Equality Scheme and the equal opportunities ethos of the school.

### **Financial Implications**

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

### **Complaints / Concerns**

Any complaints or concerns regarding students during their time in the school should be immediately addressed to the Head teacher who will then make contact with the students work experience co-ordinator.