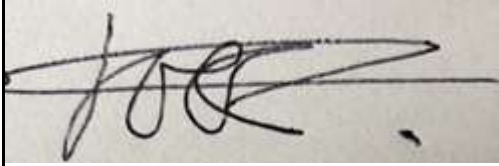





Darell Primary and Nursery School

Work Experience Policy

Governors' Committee Responsible	Full governing Body
Status	Non-Statutory
Review Cycle	3 Years
Date written/last review	10/03/2024
Date of next review	10/03/2027
Approved By: Joe Porter Headteacher	
Approved By: Laura Morgan - Chair of Governors	

At Darell, our values drive everything that we do. As a school, we value:



Equality we celebrate our differences and treat everyone equally and fairly.

Responsibility - we take responsibility for our behaviour. We are kind and caring to ourselves and others.

Enjoyment - we are passionate about learning and look for enjoyment in everything we do.

Aspiration - we place no ceiling on what we can achieve. We challenge each other to be the best that we can be.

Policy Statement

We welcome members from the community to obtain work experience at our school. Darell has been involved with and supports work placements for many years.

Work experience enables students¹ to gain a valuable insight into the 'world of work' and the teaching and learning of children aged 4-11 years. We can also offer administrative experience for students wishing to work in an office environment. Our organisation benefits by the additional resources such students bring to the school, i.e. their time, expertise, skills and individual talent.

Health and Safety of Work Experience Students

As a placement provider, we have primary responsibility for the health and safety of the student during their placement and will be managing any significant risks. Under health and safety law, work experience students are our employees and as such are treated no differently from any other employee.

Work experience students are covered by our existing liability insurance policy. Our risk assessments for staff also include work experience students. It is mandatory that students are given and sign our work experience guidelines to show that they have understood and will abide by this advice.

* Whilst on placement, providers should:

- Ensure the student receives adequate induction, training and health and safety instructions at the start of the placement/first day (Front office staff, Year leader, class teacher if different)
- Nominate a mentor/ 'buddy' to work with the student (usually class teaching assistant)
- Ensure students are made aware of the work activities involved and any associated significant risks (class teacher)
- Ensure that students know who has day to day responsibility at the workplace for supervising them, and who (if different) has overall responsibility for their health and safety (class teacher and Head of School)
- To ensure that they provide adequate supervision (class teacher)
- Ensure students are informed of any prohibited activities/areas in the workplace (class teacher)
- To notify parents and to inform the school/college as soon as practicable of any incident/accident involving the student (Head of School, AHT in his/her absence)
- Ensure that students are informed of the First Aid and Fire Safety arrangements on their first day (front office staff)

Safeguarding

Enhanced Disclosure and Barring Checks

This is dependent on the age of the student. Pre-16 students are not legally required to undergo a DBS check/ disclosure.

Older students (16-18) who are undertaking work experience as part of their 16 – 19 study programme will need to have an enhanced DBS check before starting on their placement.

Therefore, the DBS status of older students must be established before the placement begins by

the Head/s of School in discussion with the student's school/college.

Our Safeguarding Responsibilities

The placement provider should take account of the young person's social as well as physical welfare during the placement and the HSE have produced guidance on the specific factors to consider.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

The placement provider should also do all they can to ensure their relationship with young people on work experience are appropriate to their age, religion and gender, and do not give rise to comment or speculation. All attitude, behaviour and language require careful thought and consideration.

Reporting Accidents during Work Experience

Placement providers have a responsibility to report all accidents to students that are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 to the HSE.

Placement providers must notify immediately the parent/guardian and school of any incident/accident involving a student. We should also inform the student's school/college who will investigate the incident and report it to the council's Health & Safety team following the incident reporting procedure. We should also complete our own incident reports following our usual protocols.

Roles and Responsibilities

³ Taken from guidance from Health and Safety Executive (HSE)

Head of School

All requests for work experience will be first viewed for their suitability by the Head of School. They will then liaise with year group leaders to allocate placements.

Year Group Leaders

Year group leaders are responsible for work experience students in their year group. Each year group leader will need to:

- Student to make contact over the telephone to make the student aware of dress code and times, etc.
- **Ensure all dates and the class are entered into the school online diary**
- Prior to, or on the first day of placement, give work experience students a copy of Work Experience Guidelines (see Appendix 1)
- Show the student around the school on arrival, introduce them to the class teacher and teaching assistants they will be working with
- Liaise with the class teacher
- Aim to have brief contact with the student on each day of placement to 'touch base'

The Administrative assistants (front office)

Office staff will need to:

- Enter start and end work placement dates into the school online diary
- Maintain an up-to-date record of all work experience students (see Appendix 2). This to be displayed in the front office
- Ensure each student receives: a copy of the work experience guidance and reads Child Protection and Fire Safety information

4 Class Teachers

Class teachers are responsible for

- Ensuring students without a current DBS are never in a situation where they are responsible for children without the presence of a member of staff; if they do have a DBS it is still at your discretion

Explaining the need for confidentiality

Explaining, in simple terms, child protection procedures, e.g. disclosures. Students to be informed on their first day that any disclosures/concerns must be reported immediately to a member of staff who will pass these on to the Designated Safeguarding Lead

Explain that work placement students should only access programs which the children can access when using school computers and/or iPads

Day to day contact

Providing a range of experiences, e.g. individual, small group, display, preparing resources, etc. depending upon age and experience

For providing guidance and support as necessary

Providing feedback

Liaising with tutors

Overseeing any assignments, the student is required to do.

- Report writing

5 Class Teaching Assistants

The class Teaching Assistant is responsible for:

- Taking the student 'under her/his wing'
- Introducing students to other TAs
- Explaining playground routines
- Accompanying them to the staff room for tea/coffee
- Offering guidance and support
- Liaising with the class teacher
- Generally making them feel welcome

Darell School Work Experience Guidelines

THIS MUST BE READ AND SIGNED ON THE FIRST DAY OF COMMENCEMENT OF WORK EXPERIENCE

Smart but casual, (no jeans) sensible shoes – toes covered.

8.30am – 4.00 p.m. to allow time to talk to the class teacher before and at the end of the school day and to help in the preparation and clear up at the end of the day.

Each day you will need to sign in and out at the front office and if you leave the premises at lunchtime. You will be given a badge which you must wear at all times.

Tea/coffee break in the staffroom. No drinks in the classroom. Return to class promptly.

12.00 -1.00 p.m. Lunch break may be taken either on or off the premises. You must sign out and then back in as you leave the building.

As directed by the teacher by usually includes:

Classroom – individual, e.g. hearing children read, small group work, display, maintaining and preparing resources.

Playground duty - encourage children to play with the equipment or organised games

Office – photocopying, collating, running errands, etc.

Unless you have a current DBS, you must never be on your own with any child/children

If a child tells you anything concerning/worrying, tell a member of staff immediately

No swearing, smoking, chewing gum on the premises or eating in lessons.

Any information about children, families or others within the school should be kept confidential and not mentioned outside the school. This also applies to use of social networking sites such as Facebook.

Only access programs which the children can access.

Phones can be brought into school but must not be used when working in class or around the school.

Phones must be stored away safely until break times and/or leaving the premises.

Personal phones and cameras must not be used to photograph children.

No photographs may be taken unless instructed by the teacher and using a school camera.

Fire and Evacuation Procedures: Please read and make yourself familiar with the attached plan of the school showing marked evacuation routes in the event of an emergency.

Health and Safety:

Ensure you are not left on your own with any children.

Do not lift heavy objects.

Do not use ladders or undertake any working at height.

Do not touch any hazardous substances.

Do not give children any medication or first aid

Student:

Date:

'I have read and understood this guidance'

Any breach of above will result in remedial action and may lead to the placement being terminated.

WORK EXPERIENCE – Darell School

Class:	Student's name:	Course & School/College:	Dates of placement:
Nursery			
Reception			
Year 1			
Year 2			
Year 3			
Year 4			
Year5			
Year 6			
SRP			

