

SOUTH DARLEY C.E.  
PRIMARY SCHOOL



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# SOUTH DARLEY C of E PRIMARY SCHOOL

## STUDENT PLACEMENT AND WORK EXPERIENCE IN SCHOOL POLICY

Person/Committee responsible for reviewing/updating this plan	Headteacher
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# South Darley CE Primary School

## Student Placement and Work Experience in School Policy

South Darley CE Primary School believes that work experience volunteers bring with them a range of skills and experiences that can enhance the learning opportunities of our pupils. The school welcomes and encourages volunteer work experience individuals. This policy sets out the principles, practices and procedures, which South Darley CE Primary School will follow in accepting, managing and supervising student placement and work experience volunteers.

### University/College Student Placements

The school aims to provide high quality Initial Teacher Training and work experience which will give students the experiences necessary to pursue a career in education or childcare. We will create opportunities for students to receive high quality initial teacher training and work experience that will give individuals the experiences necessary to pursue a career in education or childcare, pursue Continuing Professional Development (CPD) through reflection on teaching and learning strategies. The student placement co-ordinator, the student and the training provider will work collaboratively to fulfil these aims.

### Work Experience pupils (under the age of 18)

Work experience pupils may often be under the age of 18. The Health & Safety (Young Persons) Regulations 1997 defines a 'young person' as any person under the age of 18, and requires that a specific assessment is made of the health and safety risks that a young person may be exposed to whilst on a work placement. The obligation to undertake this assessment and act on the findings rests with South Darley CE Primary School. The school must always consider the young person's lack of experience of workplace safety and the additional problems that may be caused by stress or fatigue.

### GDPR

Any personal information that is sent to the school regarding a student on placement or work experience will be proceed in line with the school's Privacy Policies. The appropriate consent to hold any personal data on students will be sought before the commencement of a student placement or work experience. Students on placement or work experience are expected to comply with the School's Data Protection (GDPR) Policy.

### Arrangement of Student or Work Experience Placements

The majority of student placements are arranged directly with Universities. Any adult student wanting to carry out a placement may also contact the Headteacher, who will decide whether the school can accept or decline any request for a placement. Work experience placements are normally arranged through local secondary schools or with secondary school pupils if they apply directly. Several factors influence the placement of students or work experience pupils. This includes the education and emotional wellbeing of the children attending South Darley CE Primary School, the day to day activities and its educational obligations, the amount of support that teaching staff can reasonably be expected to offer to people on placements.

We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have had clear DBS checks carried out. For those under 18, South Darley CE Primary School requires schools to vouch for the good character of work experience pupils

## **Induction**

All work experience or student placements will receive a full induction covering all key matters such as safeguarding and health & safety.

## **Roles and Responsibilities**

The student placement lead will be responsible for

- applying on their student's behalf for an enhanced CRB disclosure.
- Ensuring adequate insurance is in place
- Ensuring that the school has adequate Health & Safety procedures in place
- Manage communications between the school and the provider
- Briefing the headteacher regarding any specific needs that the student placement may have
- Ensuring that class teachers are aware of the role of the work experience or student placement requires within the classroom
- Informing the Headteacher in advance of any additional duties required such as observations or reports.

The Headteacher will be responsible for

- Ensuring that the work experience/student placement receives a full induction which covers health & safety obligations and child protection procedures

The class teacher will be responsible for

- Communicating with the university or school about the work experience or student placements expected duties and commitment
- Monitoring the progress of the training plan and responding positively to any issue that arise
- Conduct lesson observations and feedback as agreed with the student placement lead
- Communicate with the university/school about any absences, planned or unplanned or changes to routine.

## **Supervision**

All students work under the supervision of the class teacher to which they have been assigned. Teachers retain responsibility for children at all times, including pupil behaviour and the activity they are undertaking. Students should be given clear guidance from the teacher as to how an activity is carried out and what the expected outcome of the said activity is. Students are encouraged to seek further guidance from the teacher in the event of any query regarding pupils understanding of a task or behaviour.

Student placements who are undertaking qualification courses and who are deemed competent by school staff, may be counted in staffing ratio's but may not be counted as a teacher. Work experience pupils will not be counted in staffing ratios.

## **Health & Safety**

It is the responsibility of the mentor teacher or Headteacher to take immediate responsibility for the health and safety of any student placement or work experience pupil. Students who are successfully offered placements will be briefed on current Health & Safety policies during their induction. The briefing will cover hazards and risks in the workplace and the total measures put in place to protect their health & safety. Full information on emergency procedures and safety aspects will be covered.

Work experience pupils and student placements will need to exercise due care and attention reporting any hazards or concerns to the class teacher or headteacher. A risk assessment form will be completed for every student placement or work experience placement, the findings discussed with the individuals and a copy will be given to the individual (or parent/guardian or placement provider where appropriate/under the age of 18).

### **Child Protection and Safeguarding**

The welfare of our pupils is paramount. To ensure the safety of our pupils all placement students and work experience pupils are given a safeguarding briefing as part of their induction.

Students are briefed on purpose and content of the School Child Protection and Safeguarding Policy and compliance of this and other school policies remains a condition of their placement. Students are expected to raise any child protection or safeguarding concerns with a teacher immediately.

### **Complaints**

Any complaints made by or about a student placement or work experience shall be referred to the Headteacher for investigation. The Headteacher will follow the procedures as set out in the Complaints Policy and the headteacher reserves the right to take the following actions

- To speak to the work experience or student placement about any breach of policy seeking reassurances against reoccurrence
- Offer an alternative placement where available
- Terminate or suspend any placement
- Report the person to any other appropriate authority e.g. police

### **Confidentiality**

All work experience or student placements are bound by a code of confidentiality. Any concerns that individuals have about the pupils they come into contact with should be voiced directly with the class teacher or headteacher and not to parents/guardians or other individuals outside of school.

Comments regarding pupils' behaviours or learning can be highly sensitive and if taken out of context can cause distress to the parents/carers of a child if they hear about such issues through a third party rather than directly from the school. Student or work experience placements will receive a briefing about the schools Confidential Reporting (Whistleblowing) Policy as part of their induction.

### **Limitation of Work Undertaken**

Most activities undertaken within the school will be classed as 'low risk'. There are, however, higher risk activities within the workplace such as maintenance work, catering and cleaning. These remain the responsibility of the Site Manager and contractors. Under no circumstances is a student on placement or pupil on work experience permitted to undertake any of these higher risk tasks. These include working at height, lone working, cleaning, catering and areas of higher risk including access to caretakers' rooms or cupboards, kitchen areas, roof areas or areas of building works. Student placements or work experience pupils will not be given tasks involving manual handling (lifting or carrying of heavy objects or furniture). Hazardous substances at South Darley CE Primary School are securely locked away out of reach of children. Student placements or work experience pupils must not handle any hazardous substances.

Equality

The School is committed to ensuring equality of opportunity for all pupils, staff, parents, carers and visitors irrespective of their race, gender, disability, religion or belief, sexual orientation, age or pregnancy and maternity.

South Darley CE Primary School recognises its duties under the Equality Act 2010 and will undertake all reasonable measures to accommodate any needs that individuals on student placements or work experience pupils may have.

### **Behaviour**

Students on placement or pupils undertaking work experience are expected to comply with our rules and expectations for positive behaviour as they are taking on a position as a role model for younger children during their placement. Student placements or work experience pupils will be provided with a copy of the school's Code of Conduct during their induction. Any breaches of the Code of Conduct will not be tolerated and the school reserves the right to terminate any placement with immediate effect.

South Darley CE Primary School expects its pupils to be well behaved at all times. IN the event that any pupil demonstrates rude or unacceptable behaviour towards a student placement or work experience pupil, they may politely request that the child refrain from continuing to do so. If the behaviour is repeated then this should be reported to the class teacher as soon as possible, who will then deal appropriately with the behaviour. Student placements or work experience pupils should, under no circumstances, take it upon themselves to discipline any pupil. If the student placement or work experience pupil is not happy with the outcome of any 'incident' then they may choose to discuss this with the Headteacher.

### **Work Experience duties (under 18 years of age)**

Work experience duties for pupils under the age of 18 may include

- Working with small groups of children under the direct supervision of a teacher
- Listening to children read
- Assisting with writing skills
- Assisting with structured play activities
- Assisting with creative work
- Organising small displays
- Preparation of lesson resources
- Tidying up at the end of lessons
- Assisting with PE lessons
- Using computer equipment
- Accompanying staff on trips and visits.

When considering prohibiting practices, school staff will consider

- the young person's age, inexperience, immaturity and lack of risk awareness
- any learning difficulties, disabilities or medical/health conditions
- the young person's aptitude, ability and attitude initially and on an ongoing basis
- the need for adequate supervision, and where necessary, the suitability of checks for child protection purposes
- adequate control measures that have been explained and understood
- the need for nay PPE

In general, the Young Person will not

- enter areas designated as off limits or use/interfere with equipment also considered off limits
- misuse/interfere with anything provided in the interests of health & safety
- have access to unsuitable materials on the internet
- disclose confidential information to third parties
- take children to the toilet, take photographs while on placement without prior authorisation from school staff,
- use their own mobile phone in working hours except for emergencies.

### **Young Person's Risk Assessment**

A young person's risk assessment will be completed for all work experience pupils under the age of 18 before work experience commences.

### **Policy Review**

This policy will be reviewed on a four-yearly basis by the Headteacher but may be reviewed at an earlier date following receipt of advice on policy or procedure changes.