

Longmoor Primary School

Work Experience Policy



2023 - 2025

Adopted by Governors

Chair of Governors Signature: <i>J.Wright</i>	Date: 27 th September, 2023
Chair of Governors Signature: <i>J.Wright</i>	Date: 30 th September 2020

Work experience is an important part of supporting students and preparing them for future employment. By experiencing life within the working environment, students can start to develop skills that will provide them with the knowledge, attributes and understanding they may require to participate in future employment. Longmoor Primary School therefore is supportive of students from other local schools and colleges wishing to complete a work experience placement.

Information Required from Work Experience Students

The Head teacher will take full responsibility to ensure school has received adequate information about perspective work experience students prior to the acceptance of a placement in school. If the Head teacher does not feel a candidate would be suitable to work with pupils then the placement request will be denied. At the forefront of any offer of a placement will be the safeguarding of all pupils at Longmoor.

Induction

The Head teacher will ensure that the student is provided with some basic training on the first day both to ensure their own safety and that of all school pupils. Topics discussed will include:

- Child Protection
- Code of Conduct - mobile phones, appropriate clothing etc
- Confidentiality
- Fire / Emergency Procedures
- Health and Safety - who to speak to, signing in/out etc
- Behaviour Management

Students will be assigned to a class and the class teacher will become a mentor for the duration of the placement.

What students should do while on work experience

Students should be provided with a range of experiences that allow them to appreciate and understand the varied tasks completed by staff working in the school environment. If a student has a specific skill or interest in an aspect of the curriculum, these should be a focus of the placement where possible.

The role of staff mentors

The class teacher / mentor will take responsibility for overseeing all tasks completed by work experience students. This includes:

- Giving clear and direct instructions for all activities undertaken.
- Ensuring the work experience student is never working alone with pupils out of sight of adults in the classroom.
- Maintaining clear health and safety consideration of any tasks completed.
- Encouraging the student to use any specific skills identified within the classroom.
- Provide feedback to the student and any support staff during the work experience placement.

Student Restrictions

Students on work experience must ensure that they:

- Never place themselves in a position where they are left supervising children without a staff member present.
- Never take photos of children in school using anything other than Longmoor Primary equipment (IPads, class camera etc)
- Not use any language that is inappropriate or offensive.
- Ensure that clothing is appropriate for the school environment and for any activities undertaken as part of the placement.

Complaints / Concerns

If a student wishes to raise a concern during the placement this should be reported to, and addressed, by the Head teacher. Likewise, should a member of school staff have a concern this should also be discussed with the Head teacher at the first available opportunity. Where necessary the Head teacher will contact the student's school / college and ask that the placement be terminated with immediate effect.

This policy will be reviewed every two years. Next review September 2025.

S.Dainty - Head teacher