

Student and Work Placement Policy



***'Learning for life,
building a firm foundation'***

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Headteacher: Lisa Harrison

Signed:

Student and Work Placement Policy

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. All Saints Primary School is supportive of students from other schools, colleges and universities wishing to undertake their work experience with us.

Our aim is to ensure that we provide the best service to students while ensuring that their placements are of mutual benefit to both the school and the individual. In accepting students, we cement our links with other organisations in the community.

An agreed placement is an important part of a student's training and career development. We commit ourselves to providing the appropriate support and development opportunities for those who work with us. In return we expect to see commitment, enthusiasm and professionalism from them and for our Core Values to be followed.

We will accept suitable candidates for placement making judgements based on the following criteria:

- the professionalism and suitability of the prospective candidates
- the learning and development needs of the children
- the experience of the class teacher working with the student
- the number of other adults working in the class, the physical space available
- the ability of the student to provide an excellent role model for pupils.

Depending on the exact requirements of the placement, candidates will generally need to: apply in writing; have their school/college/university/parent or referee confirm their placement.

Induction

The student will need to attend an induction meeting with either the Head Teacher, Teacher or the High-Level Teaching Assistant in charge of student placements. This will include an escorted walk around the school informing of the emergency fire evacuation procedures, including the locations of the nearest exits and where the assembly point is, undertaken by the Mentor Teacher or Deputy Headteacher. The student will then be given a basic 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 considerations
- Use of mobile phones

Before prospective candidates begin their placement, the school needs to receive: a completed application/induction form providing relevant course, contact and personal details;

a contact email or letter from the school/college/university requesting the placement with the relevant tutor contact details.

The school will also ask candidates to declare if they are related to any pupils or staff within the school. We will also complete a risk assessment form which can be found as an appendix to this policy.

Mentors

In line with University practice, all trainee teachers will have an in-school mentor with whom they will have weekly meetings.

College students and work experience will be assigned a mentor who will be their first point of contact during their time with the school. This would be either a class teacher or High-Level Teaching Assistant.

School Procedures

All students or work experience candidates over 18 are expected to have a DBS check, either supplied by their educational institution or, to have a DBS check run by the school, prior to them commencing their placement. Students under 18 are not required to do so. Those students requiring a DBS check to be run on their behalf by the school, will need to meet with the school's office manager prior to the placement and to present the relevant identification and documentation.

- We require schools placing students under the age of 17 years at All Saints School to vouch for their good character.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our Confidentiality Agreement.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how All Saints School is managed, how our sessions are organised and our policies and procedures.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of our school.
- All students wishing to carry out their work experience within All Saints Primary School will be given equal consideration in line with our Single Equality Scheme and the equal opportunities ethos of the school.

Staff responsibilities

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.
- monitored with a view to offering feedback to their school mentor.

Working hours and rest breaks

Students are required to work from 8.30am until 3.30am unless other arrangements have been agreed between the mentor, the secondary school/college, and the student. Students must sign in and out using the signing in book in the main entrance each day on arrival and departure. This includes when leaving the premises for a lunch break. All students will get a fifteen-minute break in the morning and one hour at lunch time.

Students are welcome to go into the playground on lunch duty so long as they are acting as a member of staff and ensuring the code of conduct is always adhered to.

Reporting Concerns

If at any time the individual is concerned about any issue, particularly those relating to their own safety, they should feel free to voice that immediately to their Mentor Teacher. If they feel that their concerns are not being addressed, they should contact the agency responsible for their placement, e.g. school, college etc.

Equally, any complaints or concerns regarding students during their time in the school should be immediately addressed to the student mentor or Head Teacher who will then make contact with the student's work experience coordinator.

Impairment

If the young person has a physical or mental impairment, we need to take account of this in order that additional and suitable measures are taken to safeguard the individual's safety. A physical or mental impairment includes visionary or audible problems, epileptic seizures or a restriction on an individual's mobility, e.g. wheelchair bound, walking aides, etc.

We recognise our duties under the Disability Discrimination Act and will undertake all reasonable measures to accommodate these needs. It is the responsibility of the Mentor and Headteacher to ascertain any additional measures required necessary to accommodate for the physical or mental impairment of the young person, e.g. fire evacuation procedures.