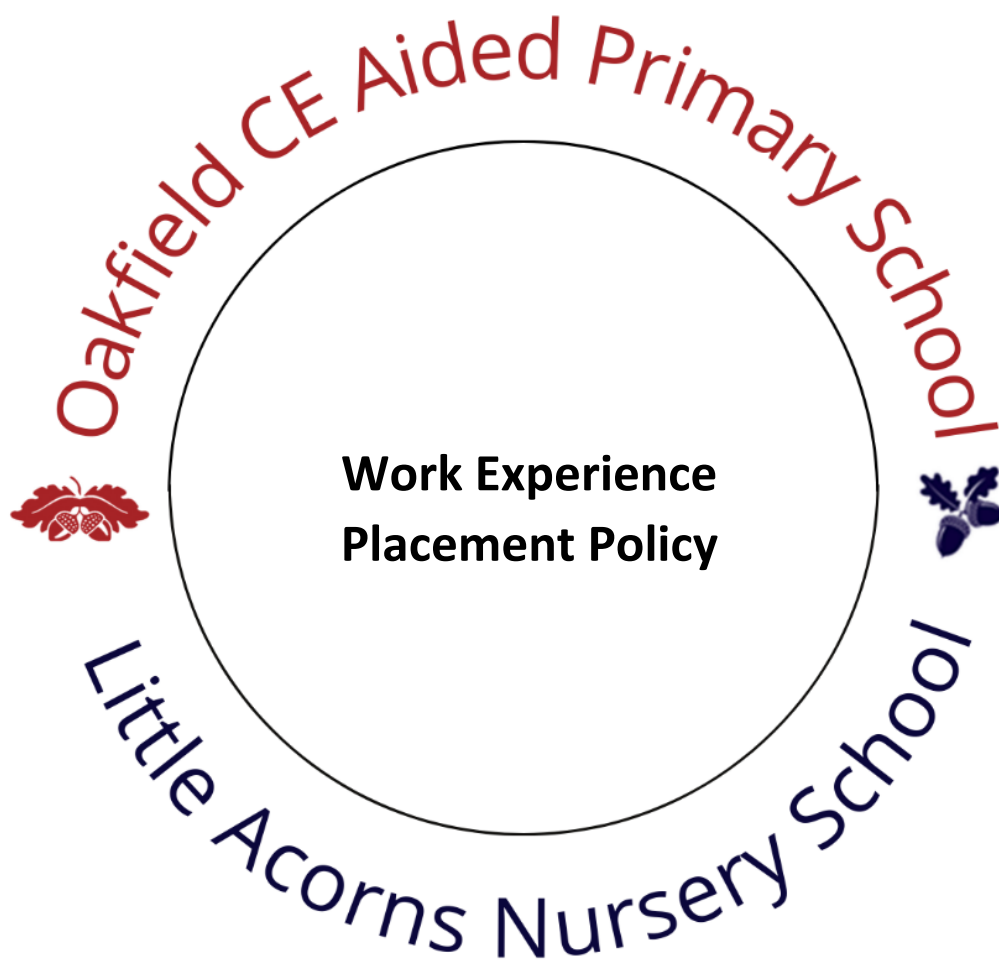




Date of Approval:	11 th July 2023
Committee/FGB	FGB
Responsible:	Vikki Reader – Headteacher
Review Date:	July 2026

Signed:

Chair of Governors

Signed:

Headteacher

Date: 11th July 2023

REVISION No:	Date issued:	Prepared by:	Approved by:	Comments:
2	11/07/23	TMT		Include this Policy in the induction Pack, under First Day Induction heading. Delete paragraph re governor exit interview. Slightly amend wording under the “Student Restrictions while on work experience” and “Review” headings. Realign policy to the 3 year cycle

Work Experience 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. With this in mind Oakfield CE (Aided) Primary School is supportive of students from other schools and colleges wishing to undertake their work experience at its school.

Information Prior to acceptance

It is the responsibility of the Headteacher 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. 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 Headteacher 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 and Safeguarding
- Staff Code of Conduct
- Confidentiality
- Dress Code
- Fire / Emergency Evacuation Procedure
- First Aid procedures
- Health and Safety
- Use of mobile phones
- Work Experience Placement Policy

Students should be assigned to a mentor (this is usually the class teacher/nursery manager) who will be their first point of contact during their time with the school.

Confidentiality

During time spent at Oakfield CE (Aided) 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 and out every day.

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 national curriculum.

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
- 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 a on-site visit

Student Restrictions while on work experience

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

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

Expectations

There are certain expectations placed upon students carrying out their work experience placements within the school. These include:-

- A good level of attendance
- A positive attitude and eagerness to learn
- Compliance with the Staff Code of Conduct
- Compliance with school policies and procedures.

Review

An initial review meeting will take place at a time determined during induction, followed by touch base meetings as and when required. If a student is not meeting the expectations required, the placement may be terminated.

Equal Opportunities

All students wishing to carry out their work experience within Oakfield CE (Aided) 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 Headteacher who will then make contact with the students work experience co-ordinator.

This policy is reviewed every 3 years by the Governing Body in line with the policy review schedule.