

# Work Experience Policy

St Patrick's Catholic Primary School



**Approved by:** Headteacher

**Date:** June 2023

**Next review due by:** June 2024

*Following the loving example shown by Jesus Christ*

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, St Patrick's Catholic Primary School is supportive of students from other schools and colleges wishing to undertake their work experience here.

Our Work Experience Coordinator is **Mrs Clare Lindfield, Business Manager**.

### **Information Prior to acceptance**

It is the responsibility of the Work Experience Coordinator 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. This may involve a written application and an interview prior to an offer of placement being made. A DBS and / or other checks may be required in line with the current legal requirements.

### **First Day Induction**

It is the responsibility of the Work Experience Coordinator 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
- Code of Conduct
- Confidentiality
- Dress Code
- Fire / Emergency Evacuation Procedure
- First Aid procedures
- Health and Safety
- Use of mobile phones

Students should be assigned to a mentor who will be their first point of contact during their time with the school.

### **Confidentiality**

During time spent at St Patrick's Catholic 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 electronically each day on arrival and departure.

### **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
- 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
- offered opportunity to incorporate any specific talents they may have into lessons

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- monitored with a view to offering feedback to their school work experience co-ordinator during a on-site visit

At the end of the students' work experience placement, a member of staff or the Governing Body may, if deemed appropriate by the Work Experience Coordinator, conduct an "exit interview" of the student to gather feedback to assist any possible future placements within the school.

### **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 themselves in a position where they are left alone, unsupervised, with pupils
- only take pictures of pupils with the consent of the class teacher / mentor
- not use any language deemed unacceptable for our pupils
- ensure their clothing is suitable for the school environment

### **Expectations of Students while on work experience**

- Students are required to work from 8.30am until 3.30pm unless other arrangements have been agreed between the placement school, the secondary school / college and the student
- During the student's first day of placement, they are expected to introduce themselves to Head Teacher or other member of SLT
- In the event of being late for the placement or unable to attend, students are expected to contact the school office as early as possible
- Attendance records must be brought to the mentor's attention daily or weekly. Attendance records will not be signed in retrospect.
- Time before and after school or during break times may be used to discuss coursework and any other course requirements
- Students will also be expected to assist the teacher in planning and setting up resources in advance of lessons
- Students should receive a one hour lunch break and are not obliged to support teachers with planning and preparation during their break. Students are however welcome to offer support during their break times if they wish to do so.
- 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 adhered to at all times
- Students under the age of 18 will not be allowed into the staffroom but will be given another room to use for breaks

### **Equal Opportunities**

All students wishing to carry out their work experience within St Patrick's Catholic 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 Work Experience Coordinator who will then make contact with the appropriate member of staff at the student's school or college.