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**Wibsey Primary School**

Student and Work Experience Policy

\*For the purposes of this policy the term ‘trainee’ is used to cover both students from an accredited provider and those on work experience from a school.

## **Rationale**

At Wibsey Primary School we believe that work experience and placements, gained for an accredited course or from a school setting, is an important learning experience for trainees. Work experience and student placements at Wibsey Primary School allow individuals to experience the social interaction, professional values, daily routines and general demands that typify a role in a school.

As well as benefitting the young person or student, we believe that this opportunity can also benefit our pupils. Trainees can bring enthusiasm, practical help and increased engagement to the classroom.

The benefits of work experience and student placements to both the individual and Wibsey Primary School mean that the school is committed to providing these opportunities within the school wherever this is possible and practicable, and where this does not interfere with the quality of teaching and learning provided to our pupils.

This policy sets out the practices and procedures which will be followed when trainees undertake a placement or work experience at Wibsey Primary School. This allows our school to provide a safe environment and positive educational climate for pupils.

**Contacts**

The main contacts for those undertaking work experience or a training placement are:

* The Deputy Head Teacher
* The Phase Leader
* The class teacher
* The link tutor (for students from a training institution)

**Safeguarding children and child protection**

Wibsey Primary School has regard to the DfE statutory guidance, ‘Keeping Children Safe in Education’ which states that a supervised volunteer (i.e. an individual carrying out supervised work experience) does not require a barred list check but should obtain an enhanced disclosure and barring service (DBS) check where they are over the age of 16. Where trainees are between the age of 16 and 18 and come from a school setting a letter of reference will be obtained from the school.

All trainees on a recognised training course leading to a recognised qualification will have obtained a DBS from the training provider as the requirements of their course may require unsupervised contact eg a trainee teacher during their final teaching practice.

All trainees undertaking work experience at our school must be supervised at all times and made aware of our child protection policies.

# **Procedures**

1. **Consideration stage**

Before a trainee is accepted to undertake work experience, the following procedures must be completed:

* They must provide suitable documentation/references from their secondary school/education provider regarding their suitability for work experience.
* There must be an identified teacher who will be supervising the young person.
* The trainee must meet with the Deputy Head Teacher so that their suitability can be assessed. The Deputy Head Teacher has the power to either refuse or end a trainee’s work experience at any time.

Wibsey Primary School works with a number of providers, including Bradford College and Leeds Trinity University, and requests a set number of trainees completing different courses such as CACHE, PGCE / QTS etc. Names are forwarded to school prior to the start of the placement and:

* The training institution must have obtained a DBS for the trainee;
* There must be an identified link tutor;
* The trainee must meet with the Deputy Head Teacher so that their suitability can be assessed. The Deputy Head Teacher has the power to either refuse or end a trainee’s work experience at any time.

1. **After consent is given**

After the Deputy Head Teacher has consented to the trainee undertaking work experience or a training placement, the required documentation should be completed. This should include:

* Confirmation of the placement and the dates and times this will occur.
* Appropriate risk assessments;
* Written information to assist the trainee in their placement. This is in the form of a trainee handbook;
* The visitor’s badge the trainee will be expected to wear.

1. **The first day**

* On the first day of their work experience or placement, the trainee must sign-in at the office and then report to the Deputy Head Teacher;
* The Deputy Head Teacher will undertake an induction meeting with the trainee and must ensure that they have read and understood the Child Protection, Safeguarding Policy and Health and Safety Policy as well as all relevant parts of the Trainee Handbook. Pertinent points in the handbook should be raised and discussed as necessary;
* The trainee must complete a contacts form;
* The trainee must sign a declaration that they have read and understood these policies;
* A guided tour of the school will be given for orientation purposes and then the trainee will be escorted to the classroom where they will be completing their placement or work experience.

# **Welfare and safety of pupils, trainees and those undertaking work experience**

Wibsey Primary School aims to ensure that activities are planned properly and safely, and that those undertaking placements or work experience are informed of these plans. We strive to ensure that they have access to a member of staff, should they wish to discuss difficulties or report on issues that may arise.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, all trainees should:

* Sign-in and out of the building at the office/reception.
* Wear the visitor’s badge at all times.

**Supervision**

Wibsey Primary School will ensure that trainees are given suitable induction training at the beginning of their placement or work experience. Their role, including status with pupils, will be made clear. They will be given guidelines regarding child protection issues/procedures, especially pupils disclosing possible abuse. They will be required to acknowledge their understanding of school policies.

The trainee will be given a named contact person who will supervise and review the work undertaken by them and will assist them generally and, particularly, in the event of any problems occurring.

Wibsey Primary School values work experience and training placements and in order to demonstrate this we aim to:

* Ensure trainees have the appropriate and up-to-date information they need to do their work.
* Ensure that trainees are introduced to staff and have access to support.
* Ensure that trainees are issued with appropriate guidelines.

# **Health and safety**

All trainees are required to read the Health and Safety Policy, prior to them undertaking any activity within school. At induction they should sign to say that they have read the Health and Safety Policy to certify that they have understood and will comply with this document.

Trainees should be made aware of emergency procedures (e.g. evacuation) and health and safety aspects of being involved in a particular task (e.g. whilst cooking with children).

If required, risk assessments must be undertaken before placements and periods of work experience start.

# **Absence**

If anyone completing work experience or a training placement is unable to attend for any reason, they are required to inform the school by calling the school office (01274 678016) before 8.00 a.m.

If, for any reason, a trainee is called away while working, they should inform their class teacher and sign out via the office before leaving the premises.

# **Confidentiality**

All information on individual pupils and members of staff is confidential and the sharing of data is protected under the Data Protection Act 1998. All trainees will be required to read the school’s Data Protection Policy 2016. They will be told that information relating to pupils, parents and staff is confidential and that they must maintain confidentiality at all times. They will be reminded that the sharing of data is protected under the Data Protection Act 1998

Anyone undertaking a training placement or work experience is not permitted to discuss children’s or staff members’ personal information with others within the school (other than on a need-to-know basis). In addition, such information should never be shared with anyone outside of the school. Any individual who breaks this confidentiality rule will be asked to leave the school.

There may be instances where trainees must pass information to the Deputy Head Teacher, Phase Leader or class teacher. These include incidents where a child is bullied or when a child discloses that he or she is being harmed in any way. All trainees must not report this to the child’s parents/carers but instead inform the class teacher and/or designated safeguarding lead as soon as possible.

Information about trainees is also a matter of confidentiality and application forms and personal details must be kept securely and not divulged to others except on a need-to-know basis.

**Code of conduct for those on work experience**

All those completing work experience or training placements are expected to maintain high standards of behaviour and conduct while involved in activities at Wibsey Primary School. They should:

* Observe the high standards of behaviour and ethical conduct mandated by the school;
* Be a positive role model for pupils;
* Adhere to all school policies;
* Maintain confidentiality of personal information at all times, unless there is a need to report something;
* Treat all children and members of staff equally;
* Dress and behave in a manner which promotes professional, healthy and safe working practices. The dress code available on the school website should be complied with;
* Accept and follow directions from the class teacher providing supervision, as well as any other staff members, and seek guidance through clarification where you may be uncertain of tasks or requirements;
* Avoid waste or extravagance and make proper use of the resources of the school;
* Turn mobile phones off during class time.

Trainees should never:

* Shout, hit, threaten or manhandle a child;
* Take photographs in school without the prior permission of the head teacher;
* Share your personal contact details with pupils or make personal arrangements to meet children outside school;
* Discriminate favourably or unfavourably towards a child;
* Behave in a manner which may bring the school into disrepute.

Trainees undertaking work experience should never tell a child off as they are not expected to discipline pupils. If there are any problems, they must tell the class teacher straight away and he or she will deal with

**Internet Use**

All trainees will be required to behave in an ethical and respectful manner with regards to internet use and emails. The school’s ICT policy and processes outlined in the Social Networking Policy 2013 should be complied with at all times.

Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding Wibsey Primary School or any activities which may bring the school into disrepute and/or may cause questions regarding the individual’s suitability to work with children.

Trainees must not attempt to contact pupils via social media or email, or arrange to meet pupils outside of school.

**Equal Opportunities**

Wibsey Primary School has a duty to promote equal opportunities and as a part of our actions to do this we welcome all trainees and those on work experience regardless of their race, colour, ethnicity, age, gender, religious beliefs, disability or sexual orientation as per the Equality Act 2010. All those accepting placements or work experience are required to make a commitment to this policy and treat everyone with respect at all times.

# **Policy review**

This policy is reviewed every two years by the Governing Body.

|  |  |  |
| --- | --- | --- |
| Agreed by Governors  Date: | Full Governors |  |
| Finance and General Purposes |  |
| Teaching and Learning |  |
| Chair of Committee | Lisa Knowles |  |
| Adopted by Governors |  |  |
| Review |  |  |

Appendix 1

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**Wibsey Primary School**

**Work Experience Application Form**

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| --- | --- | --- | --- |
| **Name:** |  | **Date of birth:** |  |
| **Postcode:** |  | **Telephone:** |  |
| **Address:** |  | | |

|  |
| --- |
| **In the box below, please give details of why you are requesting a work experience placement and the activities you want to undertake:** |
|  |

|  |  |
| --- | --- |
| **Is your application in connection to an educational course? (please circle)** | **Yes/No** |

|  |  |  |  |
| --- | --- | --- | --- |
| **If you answered ‘yes’ to the above, please fill out the table below:** | | | |
| **Name of educational school/college/university:** |  | **Postcode:** |  |
| **Address:** |  | | |
| **Course details:** |  | | |
| **Qualification:** |  | **Length of course:** |  |
| **Link tutor:** |  | **Telephone:** |  |

|  |  |  |
| --- | --- | --- |
| **Please fill out the below, providing accurate details of when and how long you are available for:** | | |
| **I wish to work on the following school days (please tick):**   * **Monday** * **Tuesday** * **Wednesday** * **Thursday** * **Friday** | | **I wish to work (please tick):**   * **A full day (8:55am – 3:35pm)** * **Mornings (8:55am – 12:15pm)** * **Afternoons (1:10pm – 3:30pm)** |
| **Please list any other requirements in terms of availability (e.g. specific times):** | | |
| **If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies:** | | |
| **Signature of volunteer:** |  | |
| **Date:** |  | |

Please return to school via either the main office or via email to [office@wibsey.bradfod.sch.uk](mailto:office@wibsey.bradfod.sch.uk)

Appendix 2: Trainee Agreement Form

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**Wibsey Primary School**

**Trainee Agreement Form**

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| --- | --- |
| Name: |  |
| Name of staff member to whom you will report: |  |
| Times that you will be in the school: |  |
| Between the following dates: |  |

|  |  |
| --- | --- |
| **Please tick the appropriate box once you have read and understood the following documents:** | |
| Student and Work Experience Policy |  |
| Child Protection Policy |  |
| Data Protection Policy |  |
| Safeguarding Policy |  |
| Health and Safety Policy |  |
| Equality Policy |  |
| Dress Code Policy |  |
| Positive Behaviour Policy |  |
| Social Networking Policy |  |
| ICT Policy |  |
| Whistle Blowing Policy |  |

|  |  |  |  |
| --- | --- | --- | --- |
| I agree to abide by all school policies and procedures | | | |
| Signature of trainee: |  | Date: |  |
| Signature of supervisor: |  | Date: |  |

Appendix 3: Placement Proforma

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**Wibsey Primary School**

**Placement Proforma**

|  |  |
| --- | --- |
| Name: |  |
| Name of staff member to whom you will report: |  |
| Days that you will be in the school: |  |
| Between the following dates: |  |
| Course and training provider |  |
| Allocated class |  |
| Signing in |  |
| Contact details sheet |  |
| DBS / Certificate number |  |
| Induction |  |
| Trainee handbook provided |  |
| School Tour |  |
| Safeguarding responsibilities |  |
| Any special requirements / health and safety issues |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of trainee: |  | Date: |  |
| Signature of supervisor: |  | Date: |  |