St. Michael and All Angels CE VA School

Work Experience Placement Policy

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Date for review: April 2027

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 Michael and All Angels Primary School is supportive of students from other schools and colleges wishing to undertake their work experience here.

Information prior to acceptance

It is the responsibility of the Head teacher 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. It is the Headteacher's decision to accept the work experience candidate as it is the day-to-day management of the school. 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 Head teacher 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 Michaels 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 or 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 comprised
- 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 • 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 the Governing Body may, if deemed appropriate by the Head teacher, 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 yourself in a position where you 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

Equal Opportunities

All students wishing to carry out their work experience within St Michaels 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 Head teacher who will then make contact with the students work experience coordinator.