



# Castleton Church of England Primary School

## Work Experience / Placements Policy February 2024

### Introduction

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 Castleton Church of England Primary School is supportive of students from other schools and colleges wishing to undertake their work experience with us.

### Working Practise

It is the responsibility of the designated work placement lead of the secondary school/college to ensure the placement 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.

It is the responsibility of the placement school to ensure that any student invited into the school environment is given 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

Students will be assigned to a mentor who will be their first point of contact during their time with the school. It must be emphasised to students that all conversations and any documentation they may have access to is strictly confidential and should be treated as such. Students must sign in and out using the visitor book in the main entrance each day on arrival and departure. In addition to this they will be expected to wear a lanyard that identifies them to the school community as a 'student'.

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.

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

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

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
- not pick up or seat children on your lap and always exercise caution when supporting or comforting children
- only take photos of pupils with the consent of the class teacher / mentor and using school photography equipment only
- not use any language deemed unacceptable for our pupils
- ensure their clothing is suitable for the school environment

Students are required to work from 8.30am until 3.30am unless other arrangements have been agreed between the placement school, the secondary school/college and the student.

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.

All students wishing to carry out their work experience at Castleton Church of England 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**

Any complaints or concerns regarding students during their time in the school should be immediately addressed to the Student Supervisor or Head Teacher who will then make contact with the student’s work experience coordinator.

Signed: Headteacher .....Date:.....

Signed: Chair of Governors .....Date:.....

Review: February 2026