ECCLESTON PRIMARY SCHOOL
incorporating
Beechbuds Pre-School

Work experience and student placement policy

Inspiring independent learners to thrive in a changing world

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Statement of intent

At Eccleston Primary School, we believe that work experience is an important learning opportunity for young people. Work experience at our school allows individuals to prepare for the social interaction, professional values, daily routines and general demands of a role at this school.

As well as benefitting the young person who undertakes the work experience, we believe that this opportunity can also benefit our pupils. Young people on work experience can bring enthusiasm, practical help and increased engagement to the classroom.

The benefits of work experience mean that the school is committed to providing opportunities for work experience within the school wherever this is possible and practical, 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 young people undertake work experience at the school. This allows our school to provide a safe environment and positive educational climate for all pupils.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following: Equality Act 2010

The General Data Protection Regulations 2018

The Data Protection Act 2018

DfE (2025) 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

Whole School Child Protection and Safeguarding Policy

Online Safety Policy

Staff Handbook

Health and Safety Policy

Roles and responsibilities

The governing body is responsible for:

- Ensuring the effectiveness of this policy by monitoring and reviewing it in line with school's policy cycle.

- Ensuring all work experience activities are planned properly and safely, and that these plans are communicated to young people undertaking work experience at the school.
- Ensuring DBS checks have been obtained for the members of staff responsible for supervising volunteers 16 and under.
- If deemed necessary, ensuring DBS checks have been obtained for young people on work experience who are over 16-years-old and in regular contact with pupils.

The Head Teacher is responsible for:

- The day-to-day implementation of this policy.
- Meeting with young people who wish to undertake work experience at the school and assessing their suitability.
- Consenting to individuals undertaking work experience.
- Ensuring individuals undertaking work experience have read and understood all relevant policies before commencing work.
- Ensuring individuals completing work experience always have access to a member of staff.

The class teacher is responsible for:

- Ensuring they have taken account of their upcoming lessons and tasks before accepting responsibility for the supervision of a young person undertaking work experience at the school.
- Meeting with designated staff as necessary to assess the individual's suitability for work experience.
- Ensuring the individual is supervised at all times and escorting the individual when they are moving around the school, e.g. between lessons.
- Providing the individual with lesson plans prior to lessons to ensure they have time to prepare.

The main contacts for the young person undertaking work experience are Ann Duckworth (School Business Manager) and Craig Todd (Headteacher).

<u>Activities</u>

Young people undertaking work experience will be engaged in the following activities:

- School visits/trips (Students aged 16 and under are not included in staffing ratios.)
- Activities during lessons
- Assisting practically during events in the school
- Working with individual children (under supervision)
- Reading with children
- Supporting staff to run breakfast and after school clubs if required

Procedures

Consideration stage

Before a young person is accepted to undertake work experience, the following procedures will be completed:

- The young person will apply in writing for a work placement at Eccleston (Appendix 1). Contact with their school will be made for references if this is deemed necessary by Eccleston Primary School.
- The Headteacher and the class teacher who will be supervising the young person will accept this responsibility after taking into account their upcoming lessons and tasks.
- The young person will meet with the teacher with responsibility for students so that the young person's suitability can be assessed. The Headteacher has the power to either refuse or end a young person's work experience at any time.

The first day

- On the first day of their work experience, the young person will sign-in at the office and report to the class teacher.
- The Headteacher will ensure that the young person has read and understood the school's Whole School Child Protection and Safeguarding Policy, as well as all relevant parts of the Staff Handbook. Pertinent points in this handbook will be raised and discussed if necessary.
- The young person will sign a declaration that they have read and understood this policy.
- Written information to assist the young person during their placement will be given to them (i.e. this policy; a school map, timetable, staff handbook, etc.).
- The student will be asked to complete code of conduct appendix 1; appendix 2 and provide photo ID and DBS (where applicable.)
- The young person will be escorted to the classroom where they will be completing their work experience.
- The young person will also be escorted by the class teacher when moving around the school.
- Work experience may comprise a number of weeks or days, or could be arranged for a number of days per week for a set number of weeks.
- Young people on work experience will be given experience in as broad a range of activities as possible.

Internet use and social networking

Young people on work experience are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails. The school's Handbook and Online Safety policy will be adhered to at all times. Care and attention will be taken while using social networking sites – the school's Online Safety policy will be adhered to at all times. Use of these sites will not involve communication regarding employment at the school or any activities which may bring the school into disrepute or may cause questions regarding the individual's suitability to work with pupils. Work experience volunteers will not attempt to contact pupils or their parents via social media or email, or make arrangements to meet outside of school.

Child protection and safeguarding

The school will have regard to the DfE's statutory 'Keeping children safe in education' guidance. This 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 DBS check where they are over the age of 16.

All young people undertaking work experience at the school will be supervised at all times and made aware of the school's child protection policies and who the school's DSL is.

If an individual wearing a visitor's badge is found unsupervised, the individual will be escorted to the school office where they are to wait until the teacher of the class they are placed in is located.

Where required, barred DBS checks will be obtained for staff who supervise a volunteer who is under the age of 16. Consideration will be given to the nature of the supervision and the frequency of the activity being supervised to determine whether checks are necessary, these considerations will include:

- Whether the person providing the supervision will be unsupervised themselves.
- Whether the person providing the supervision will be providing it frequently (i.e. more than three days in a 30-day period, or overnight).
- Enhanced DBS checks will not be requested for staff that are providing supervision for young people on work experience aged 16 to 17.
- In cases where the young person is over the age of 16 and is in regular contact with pupils, the school will consider whether an enhanced DBS check should be requested.

Welfare and safety of pupils and those undertaking work experience

The school aims to ensure that activities are planned properly and safely, and that young people undertaking work experience are informed of these plans.
We will ensure that young people completing work experience 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 those undertaking work experience should:

- Sign-in and out of the building at the school office.
- Wear their visitor's sticker at all times.

Health and safety

Young people on work experience are required to comply with the school's Health and Safety Policy. They will be made aware of emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular task (e.g. while in a science lesson).
The young person will also be asked to read the school's Health and Safety Policy and sign a declaration to certify that they have understood and will comply with this document.
Students are insured for the same activities as teachers, covered by Employer Liability Insurance.
The school policy is available to view in the school office and staff room.

Absence

If a young person completing work experience is unable to attend for any reason, they are required to inform the school by calling the school office on 01257 451114 before 8.00 am and leave a message on the answerphone.

If, for any reason, a work experience volunteer is called away while working at the school, they should inform their supervising member of staff and the school 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 2018 and GDPR. Anyone undertaking work experience is not permitted to discuss children's or staff members' personal information with other professionals in the school. 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 work experience volunteers must pass information to the Headteacher 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. Young people on work experience are advised not to report this to the child's parents but to instead inform the class teacher or DSL as soon as possible.

Equal opportunities

As per the school's Equality Policy, we do not tolerate discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation as per the Equality Act 2010. Additionally, though not a protected characteristic under the Equality Act, the school will not allow social and financial status to be discriminated against. All work experience volunteers are required to make a commitment to this policy and treat everyone with respect at all times.

Monitoring and review

This policy is reviewed on a 3-year basis by the Headteacher, who will make any necessary changes and communicate these to all members of staff.

All volunteers are required to familiarise themselves with this policy before beginning a work experience placement at the school.

Review of the Work experience and student placement Policy

Reviewed: September 2026

Next Review Date: September 2029

Volunteer Code of Conduct

All those completing work experience are expected to maintain high standards of behaviour and conduct while involved in activities at the school. You should:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other members of the school and make them feel valued.
- Be approachable, pleasant and 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 pupils and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes professional, healthy and safe working practices. The dress code in the staff handbook should be complied with.
- Accept and follow directions from the class teacher providing supervision, as well as any other staff members at the school, and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising class teacher any potential hazards in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the school.
- Conduct work in a co-operative manner.
- Ensure your mobile phones is turned off while work experience tasks are performed and during class time.

You should never:

- Tell a pupil off. As a volunteer, you are not expected to discipline pupils. If there are any problems, tell the class teacher straight away and they will deal with the situation.
- Shout, hit, threaten or manhandle a pupil.
- Take photographs in school without the prior permission of the Head Teacher.
- Develop ‘personal’ relationships with pupils.
- Work with pupils when you are not in the proper physical or emotional state to do so, for example, under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Behave in an illegal, improper or unsafe manner, for example, smoking or drinking alcohol.
- Share your personal contact details with pupils or make personal arrangements to meet children outside school.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Present for work under the influence of drugs or alcohol, including hangovers.
- Give or receive (other than ‘token’) gifts.

Declaration

I declare that I have received, read and understand the terms and conditions of this code of conduct.

I understand my obligations under this code of conduct and agree to comply fully with them whilst I am undertaking work experience at Eccleston Primary School. I also confirm that I have received and read the school's Child Protection and Health and Safety policies.

Signed:

Date:

Appendix 1 Work Experience Enquiry

Eccleston Primary School

Name
Address
Date of birth
Telephone
Email
Duration of placement required (please indicate total hours and/or days)
Preferred dates
Preferred age range/key stage (please leave blank if no preference)
Name and address of current School/College/University
Reason for requesting work experience/expected duties
Name and type of qualification working towards (if applicable)
Do you have a recent DBS disclosure? Yes/No Are you under 16? Yes/No
If yes: DBS Number Date
Do you have any relatives or friends currently at Eccleston? Please give name and year/class.
Any additional requirements for the placement?

If you have any queries, please email hello@eccleston.lancs.sch.uk

Appendix 2

Student Placement Confidentiality Agreement

In agreeing to work as a volunteer or student at Eccleston Primary school, I become a member of a team that works to provide quality education. I understand that my role is one of support for the school staff and children.
I will respect the confidentiality of staff and children at all times and will not discuss or divulge any information or activity which occurs at school. I will respect the rights, privacy and dignity of all members of the school community.

Name ……

Signed..... Date.....