

Three Counties Academy Trust



Work Experience (Trust Premises) Policy

#HR34

Last amended 10th July 2026 (v1.0)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 9th July 2029.

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
10.07.26	1.0	Formatted to house style and checked against model for updates	MF	✓	✓

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Policy Abbreviations and Acronyms

CEO	Chief Executive Officer
DBS	Disclosure and Barring Service
DfE	Department for Education
DSL	Designated Safeguarding Lead
KCSIE	Keeping Children Safe in Education
TCAT	Three Counties Academy Trust
UK GDPR	UK General Data Protection

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

Statement of intent

At Three Counties Academy Trust (TCAT), we believe that work experience is an important learning opportunity for young people. Work experience at our schools allows individuals to prepare for the social interaction, professional values, daily routines, and general demands of a role within a school.

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

The benefits of work experience mean that TCAT is committed to providing opportunities for work experience within TCAT 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 within TCAT. This allows us to provide a safe environment and positive educational climate for all pupils.

Member, Trustee, Local Governor and Staff Summary

Purpose

- The policy establishes the arrangements for young people undertaking work experience within TCAT schools, ensuring placements are educationally valuable, safe, well supervised and compliant with safeguarding, health and safety and data protection requirements

Strategic Principles

- TCAT supports work experience where practical because it benefits both participants and pupils
- Placements must not compromise teaching, learning or pupil welfare

Governance and Accountability

- The Trust Board oversees policy effectiveness and safeguarding arrangements
- Headteachers and Heads of School approve placements and ensure induction
- Supervising staff provide day-to-day oversight and continuous supervision

Placement Arrangements

- Suitability checks, references, meetings and risk assessments are completed before placements begin
- Participants receive key information, relevant policies and site procedures

Safeguarding

- All work experience students are supervised at all times
- DBS and safeguarding risk assessment requirements are considered according to age, role and level of contact with pupils
- Participants receive safeguarding guidance and must report concerns immediately

Health, Safety and Welfare

- Risk assessments, emergency procedures, visitor identification and access to staff support are mandatory
- Participants must comply with TCAT health and safety requirements

Professional Conduct

- Participants must follow TCAT policies, maintain confidentiality, use technology and social media appropriately, and act as positive role models

Equality and Inclusion

- TCAT expects all individuals to be treated with dignity and respect and prohibits discrimination in line with the Equality Act 2010

WEX Placement Summary

Welcome

- Work experience is an opportunity to learn about working in a school environment
- You will be supported by school staff throughout your placement
- Your role is to observe, assist and learn while helping staff where appropriate

Before You Start

- Provide any information and references requested by the school
- Read the policies and guidance provided to you
- Attend any meetings arranged before the placement begins

On Your First Day

- Sign in at the school office
- Report to the Headteacher, Head of School or nominated member of staff
- Wear your visitor badge at all times
- Ask questions if you are unsure about anything

Working in School

- Follow instructions provided by staff
- Remain with your supervising member of staff
- Take part in activities assigned to you
- Behave professionally and act as a positive role model

Safeguarding

- Report any concern about a child immediately to a member of staff or the Designated Safeguarding Lead

- Do not keep safeguarding concerns to yourself
- Do not arrange to meet pupils outside school

Confidentiality

- Keep information about pupils and staff private
- Do not discuss personal information with others
- Never share information on social media

Internet and Social Media

- Use technology responsibly and appropriately
- Follow school rules for internet use
- Do not contact pupils or parents through social media or email

Health and Safety

- Follow all health and safety instructions
- Take part in emergency procedures when directed
- Report hazards, accidents or concerns immediately

What You Must Not Do

- Discipline pupils yourself
- Share personal contact details with pupils
- Take photographs without permission
- Attend school under the influence of drugs or alcohol
- Act in a way that could put yourself or others at risk

If You Are Absent

- Contact the school office before 8:00am if you cannot attend
- Inform staff before leaving the site during the school day

Making the Most of Your Placement

- Be punctual every day
- Show enthusiasm and a willingness to learn
- Ask questions and seek feedback
- Take pride in representing yourself professionally

1. 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 UK General Data Protection Regulation](#)
- [Data Protection Act 2018](#)
- [DfE 'Keeping children safe in education'](#)

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Staff Handbook
- Staff ICT and Electronic Devices Policy (F116)
- Staff Equality, Equity, Diversity, and Inclusion Policy (GN20)
- Health and Safety Policy (HS1)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Social Media Policy (SG24)
- Volunteer Policy (SG37)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Roles and responsibilities

The Trust Board is responsible for:

- Ensuring the effectiveness of this policy by monitoring and reviewing it regularly

- Ensuring all work experience activities are planned properly and safely, and that these plans are communicated to young people undertaking work experience within TCAT
- Ensuring DBS checks have been obtained for the members of staff responsible for supervising volunteers under the age of 16
- 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

Executive Headteachers, Headteachers and where delegated, Heads of School are responsible for:

- The day-to-day implementation of this policy
- Meeting with young people who wish to undertake work experience at their 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 supervising member of staff is responsible for:

- Ensuring they have taken account of their upcoming lessons and tasks before accepting responsibility for the supervision of a volunteer undertaking work experience at their school
- Meeting with the Headteacher/Head of School 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 volunteer undertaking work experience are:

- The Headteacher/Head of School
- The supervising member of staff

3. Activities

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

- School visits
- Activities during lessons
- Assisting practically during events in the school
- Working with individual children
- Reading clubs
- Cooking clubs
- Supporting staff to run breakfast and after school clubs
- Aspects of site maintenance and administration
- Working within site catering operations

4. Procedures

Consideration stage

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

- The volunteer will provide suitable documentation and references from their education provider regarding their suitability for work experience
- The member of staff who will be supervising the volunteer will accept this responsibility after taking into account their upcoming lessons and tasks
- The volunteer will meet with the Headteacher/Head of School and the member of staff who will supervise their work experience so that the volunteer's suitability can be assessed. The Headteacher/Head of School has the power to either refuse or end a volunteer's work experience at any time

After consent has been given

After the Headteacher/Head of School has consented to the volunteer undertaking work experience, the requisite documentation will be completed. This will include:

- A letter offering a work experience placement and outlining the dates and times this will occur
- Appropriate risk assessments

- Written information to assist the volunteer during their placement, i.e., a school map, timetable, staff handbook, etc
- The visitor's badge the individual will be expected to wear

The first day

On the first day of their work experience, the volunteer will sign in at the office and report to the Headteacher/Head of School.

The Headteacher/Head of School will ensure that the volunteer has read and understood TCAT's Child Protection and Safeguarding Policy and Procedures, TCAT's Health and Safety Policy as well as all relevant parts of the school Staff Handbook. Pertinent points in this handbook will be raised and discussed if necessary.

The volunteer will sign a declaration that they have read and understood this policy.

The volunteer will be escorted to the classroom where they will be completing their work experience.

The volunteer will also be escorted by the supervising member of staff when moving around the school, e.g., between classes and during breaks.

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.

5. 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. TCAT's Staff ICT and Electronic Devices Policy will be adhered to at all times.

Care and attention will be taken while using social networking sites – TCAT's Social Media Policy will be adhered to at all times. Use of these sites will not involve communication regarding employment at a TCAT school or any activities which may bring TCAT or 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.

6. Child protection and safeguarding

TCAT will have regard to the DfE's statutory 'Keeping children safe in education' (KCSIE) 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.

Where required, barred DBS checks will be obtained for staff who supervise any volunteers under the age of 16.

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

Consideration will be given to the nature of the supervision and the frequency of the activity being supervised to determine whether checks are necessary, i.e., more than 3 days in a 30-day period. This includes whether the supervisor is themselves likely to be unsupervised.

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

The supervision will be undertaken by somebody who is permitted to undertake regulated activity relating to children. The supervision will be regular and day to day and focus on the protection of children.

If an individual wearing a visitor's badge is found unsupervised, the individual will be escorted to the Headteacher/Head of School where they are to wait until the supervising member of staff is located.

Enhanced DBS checks will not be requested for staff who are providing supervision for young people on work experience aged 16 to 17.

In cases where the volunteer is over the age of 16 and is in regular contact with pupils, TCAT will consider whether an enhanced DBS check should be requested.

A safeguarding risk assessment will be produced, where necessary, and subsequently recorded. This will include:

- The nature of the work with pupils, especially if it will constitute regulated activity
- The level of supervision required
- What TCAT and the school knows about the volunteer, including formal or informal information offered by staff and the volunteer's parents
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability
- Whether the volunteer's role is not considered regulated activity, but is eligible for a DBS check, and if it is, the level of the check

7. Welfare and safety of pupils and those undertaking work experience

TCAT 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
- Wear their visitor's badge at all times

8. Health and safety

Young people on work experience are required to comply with TCAT's Health and Safety Policy. They will be made aware of school specific emergency procedures, e.g., evacuation, and safety aspects of being involved in a particular task, e.g., while in a cookery class.

Risk assessments will be undertaken before the volunteer begins their period of work experience.

The volunteer will also be asked to read and sign TCAT's Health and Safety Policy to certify that they have understood and will comply with this document.

9. Absence

If a volunteer completing work experience is unable to attend for any reason, they are required to inform the individual TCAT school by calling the school office before 8:00am.

If, for any reason, a work experience volunteer is called away while working at a TCAT school, they should inform their supervising member of staff and the school office before leaving the premises.

10. 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 UK 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 and will no longer be able to volunteer within any TCAT school.

There may be instances where work experience volunteers must pass information to the Headteacher/Head of School or supervising member of staff. 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 supervising member of staff or DSL as soon as possible.

11. Equal opportunities

As per the TCAT's Staff Equality, Equity, Inclusion and Diversity 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 in line with the Equality Act 2010.

Additionally, though not a protected characteristics under the Equality Act, TCAT 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

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies, Executive Headteachers, Headteachers and Heads of School.

The next scheduled full review date for this policy is 9th July 2029.

Date approved by the Board Appointed Trustee: 10th July 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 10th July 2026.

Appendix A: Volunteer Code of Conduct



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

- Observe the high standards of behaviour and ethical conduct mandated by TCAT and the school
- Respect other members of TCAT and the school and make them feel valued
- Be approachable, pleasant and a positive role model for pupils
- Adhere to all TCAT and 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 TCAT and the school
- Conduct work in a co-operative manner
- Ensure your mobile phone 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 sanction 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 Headteacher/Head of School
- 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 TCAT and/or the school into disrepute when representing TCAT and the school
- Present for work under the influence of drugs or alcohol, including hangovers
- Give or receive gifts, other than 'token' gifts of no appreciable economic value

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 any TCAT school.

Signed: _____ Date: _____

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHCNA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSO	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher