

Overdale Infant School



Work Experience Policy

Policy Date:	November 22	Version	V1	
Policy Review Date:	November 23	Headteacher Hayley Holmes	<i>Hayley Holmes</i>	
Ratified by Governing Body:	September 22	Matt Davis	<i>Matt Davis</i>	

Contents

STATEMENT OF INTENT	1
1. LEGAL FRAMEWORK	2
2. ROLES AND RESPONSIBILITIES	2
3. ACTIVITIES	3
4. PROCEDURES	3
5. INTERNET USE AND SOCIAL NETWORKING	4
6. CHILD PROTECTION AND SAFEGUARDING	4
7. WELFARE AND SAFETY OF PUPILS AND THOSE UNDERTAKING WORK EXPERIENCE	5
8. HEALTH AND SAFETY	5
9. ABSENCE	5
10. CONFIDENTIALITY	5
11. EQUAL OPPORTUNITIES	6
12. MONITORING AND REVIEW	6

Appendix 1 – Volunteer Code of Conduct

STATEMENT OF INTENT

At Overdale Infant 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 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.

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 General Data Protection Regulations 2018
- The Data Protection Act 2018
- DfE (2022) 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Social Media Policy
- Equal Opportunities Policy
- ICT and Electronic Devices Policy
- Health and Safety Policy
- Staff Handbook

2. ROLES AND RESPONSIBILITIES

The governing board is responsible for:

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

The headteacher 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 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 young person undertaking work experience at the school.
- Meeting with the headteacher 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:

- The headteacher.
- The member of staff who will be supervising the individual.

3. ACTIVITIES

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

- School visits/trips
- Activities during lessons
- Assisting practically during events in the school
- Working with individual children

4. PROCEDURES

4.1 Consideration stage

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

- The young person 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 young person will accept this responsibility after taking into account their upcoming lessons and tasks.
- The young person will meet with the headteacher and the member of staff who will supervise their work experience 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.

4.2 After consent has been given

After the headteacher has consented to the young person 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 young person during their placement (i.e. a school map, timetable, staff handbook, etc.).

4.3 The first day

On the first day of their work experience, the young person will sign-in at the office and report to the headteacher.

The headteacher will ensure that the young person has read and understood the school's 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.

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 supervising member of staff when moving around the school, e.g. between classes and during breaks. The young person will be provided with a yellow and black visitor lanyard.

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. The school's Acceptable Use policy will be adhered to at all times.

Care and attention will be taken while using social networking sites – the school's Social Media 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.

6. 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 black and yellow visitor's lanyard is found unsupervised, the individual will be escorted to the headteacher's office where they are to wait until the supervising member of staff 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.

7. 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 reception
- Wear their visitor's lanyard at all times.

8. 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 cookery class).

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

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

9. 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 0116 2882724 before 8.45a.m.

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.

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.

There may be instances where work experience volunteers must pass information to the headteacher 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 school's Equal Opportunities 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 characteristics 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.

12. MONITORING AND REVIEW

This policy is reviewed on an annual basis by the headteacher and governing board, 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.

The next scheduled review date for this policy is October 2023

Appendix 1

Volunteer Code of Conduct

Work Experience Volunteers will follow all school/Trust rules and policies including those on:

- Safeguarding and Child Protection
- Acceptable Use
- Online Safety
- Mobile Phones
- Data Protection
- Health and Safety
- Equality
- Whistleblowing
- Behaviour
- Copies of the school/Trust policies are available on the school/Trust website or from the school office.

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 negative 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.
- Refrain from using inappropriate language.
- Ensure that any receipt of gifts is in accordance to the Trust's Finance Policy.

Safeguarding

Work experience volunteers must be familiar with and adhere to the school's safeguarding and child protection policy. Safeguarding training will be provided before volunteers begin their placement.

If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the Designated Safeguarding Leads (DSL).

Volunteers should refrain from physical contact with pupils and should use their judgment to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

Volunteers must not form personal relationships with pupils either inside or outside of school, with whom they do not already have a personal relationship. This includes:

- Exchanging contact information
- Making contact with pupils outside of school
- Alerting the DSL, if a pupil develops an infatuation with them.

Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

Health and Safety

Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

Volunteers must sign in and out at the beginning and end of every visit and must wear a visitor badge at all times.

Confidentiality

Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers should not discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement with immediate effect.

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 Overdale Infant School.

Signed:

Date: