

# Work Experience

## Furneux Pelham CE Primary School



Together we care, inspire  
and achieve excellence

**Approved by:** Resources Committee

**Date:** September 2021

**Next review due** September 2024  
**by:**

## **Rationale**

At Furneux Pelham C of E School we believe it is important that young people further their education by understanding the world of work whilst still at school. As young people progress from primary to secondary education this aspiration becomes increasingly associated with hard work, careful planning, careers support and the accessing of opportunities.

A work experience placement is one way in which students of secondary school age can sample the social interaction, professional values, daily routines and demands that typify a job. In addition to the benefits that they derive, the work experience student has also a contribution to offer the school. Their enthusiasm and practical help can add interest to classrooms and support the class in a practical manner. They may also assist in the school office and reception area. It is, therefore, our policy to provide opportunities for work experience within the school whenever possible. It is important that the number of students who are on work experience in the school does not become intrusive. Neither should work experience ever be to the detriment of our own children's care and education.

## **Selection**

Any agreement to provide work experience will be after consideration of the following criteria:

- the school is happy to accept a work experience student
- the additional presence would not hinder the smooth running of the school
- the work experience student provides suitable documentation from their secondary school or college

## **Safeguarding Children and Child Protection**

The school will have regard to the DfE statutory guidance, 'Safeguarding children and safer recruitment'. 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 our school must be supervised at all times and made aware of our child protection policies.

## **Procedures**

As DBS checks are not undertaken for work experience students they will be accompanied by a school representative whilst in the presence of children all times. Work experience students should be available between 8.30am and 4.00pm and will be provided with a mentor for the placement. A typical placement should consist of the following activities over a 5 day period:

Day 1 morning

- Develop a plan of work for the week to include key learning objectives
- Undertake the induction and review handbook and policies

Day 1 to 5

Planning could include the following aspects but will need to adjust to the school routines:

- Familiarisation with the caretaker role
- Assist in the school office and reception area
- Join classroom sessions
- Undertake debrief meeting/s with mentor.

On the first morning, the work experience student is expected to report to the Headteacher initially, they will ensure that the young person has understood the school's Child Protection and Safeguarding Policy. They will then introduce them to the mentor appointed to them by the Headteacher. The mentor will introduce them to all members of staff and carry out an induction procedure which includes a discussion of the staff handbook, all health & safety procedures (including completing a risk assessment) and all daytime routines etc.

The work experience student will be introduced to the class teacher or other relevant staff member who will then supervise each session.

Work experience may comprise a one or two week period. The student should be available between 8.30am and 4.00pm with a break for lunch (to be discussed with the mentor). They will be given experience in as broad a range of activities as possible and are expected to adhere to the school's non smoking policy and its health and safety policy; and to dress in a manner that is appropriate for professional working in a primary school.

### **Welfare and safety of pupils and those undertaking work experience**

Furneux Pelham School aims to ensure that activities are planned properly and safely, and that young people undertaking work experience are informed of these plans. We strive to ensure that young people completing work experience at our school have access to a member of school 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 office/reception
- Wear the visitor's badge at all times

### **Health and safety**

Young people on work experience are required to comply with the school's Health and Safety Policy. They should 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). The young person should read and sign the school's Health and Safety Policy to certify that they have understood and will comply with this document.

### **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 office number on 01279777344 before 8.00 a.m. If, for any reason, a work experience volunteer is called away while working at the school, they should inform their class teacher, the office and sign out 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 1998. 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 upset or when a child discloses that he or she is being harmed in any way. Volunteers are asked to report this to the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead as soon as possible.

### **Internet and social media use**

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 Online Safety and Social Media Policies should be complied with at all times.

Care and attention should be taken while using social media sites. Use of these sites should not involve communication regarding employment at Furneux Pelham School or any activities which may bring the school into disrepute and/or may cause questions regarding the individual's suitability to work with children.

Work experience volunteers must not attempt to contact pupils via social media or email, or make arrangements to meet outside of school.

## **Equal opportunities**

At Furneux Pelham School we do not tolerate discrimination on the grounds of age, disability, marital status, race, ethnic background, religion, gender or sexual orientation, as per the Equality Act 2010. Additionally, though not protected characteristics under the Equality Act social and financial status should never be grounds for discrimination.

## **Review**

This policy will be reviewed by the governing body every three years.

*All work experience volunteers are required to make a commitment to this policy and treat everyone with respect at all times.*

## **Code of conduct for those on work experience**

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

The following is a guide to appropriate conduct:

- 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 children and members of staff equally.
- Report any behaviour issues 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 and make proper use of the resources of the school.
- Conduct your work in a co-operative manner.
- Mobile phones should be turned off and put away while work experience tasks are performed and during class time.

I, \_\_\_\_\_ have read Furneux Pelham School's Work Experience Policy and agree to abide by the Code of Conduct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_