



**“Let your light shine brightly.”**

Matthew 5:16

## **Work Placements Policy**

<b>Policy accepted by SLT on:</b>	<i>15/6/2020</i>
<b>Next review:</b>	<i>Summer 2023</i>
<b>Signed (Headteacher):</b>	<i>R. Kaye</i>
<b>Statutory policy:</b> <i>Yes/No</i> <b>On school website:</b> <i>Yes/No</i>	

# WORK PLACEMENTS POLICY

## 1. Introduction

### **What is a work experience?**

Work experience is defined as “a placement on an employer’s premises in which a learner carries out a particular task or duty, or a range of tasks or duties, more or less, as would an employee, but with an emphasis on the learning aspects of the work experience” (DfES, 2002).

The term “work experience” is used generally to describe experience covered by Section 560 of the Education Act 1996 as amended by Section 112 of the Schools Standards and Framework Act 1998.

In the past some students have come from Frome College, whilst others have come from Bath Spa University.

## 2. Aims

Christ Church C of E First School recognises that qualifications and training make an important contribution to the quality of the care and education provided by all schools. As part of our commitment to quality, we offer placements to students undertaking various qualifications and training.

We aim to provide students on placement with us experiences which contribute to the successful completion for their studies and which provide examples of outstanding practice in primary education.

## 3. Before a work placement is offered

Because the needs of Christ Church pupils are paramount, we will not admit students in numbers which hinder the essential work of the school. This means that, from time to time, we may not offer any work placements at all.

When we feel we have the capacity to offer a work placement, we will first ensure that:

- our employers’ liability insurance and public liability insurance covers both trainees and voluntary helpers;
- a member of CCFS staff is able and willing to mentor a student;
- (if a class-based placement) a teacher is willing to host the student in their class for the required period of time.
- We will then check that the student placed with us is engaged in a bona fide school/college/education provider.

#### **4. Before the work placement starts**

We require all students aged 17 and over to bring with them a completed DBS form together with three forms of identification (one of which must be a photo ID).

Prior to the work placement starting the student should come to Christ Church to meet with the CCFS member of staff who is to be their mentor. The mentor will then explain:

- school Safeguarding procedures;
- school Health and Safety requirements;
- the “suitable person” requirements of Ofsted;
- the school’s Confidentiality Policy;
- the importance of appropriate dress in order to promote safety and a professional image;
- the need to arrive before, and stay after the end of, the school day in order to meet with school staff. It is noted, however, that some students may have commitments, e.g. part-time paid work, or sport, that may mean they will need to negotiate the hours of work with CCFS. Hours of work should then be established prior to the start of the placement;
- an expectation for punctuality and reliability during the school day and an ability to follow workplace routines.

Prior to the work placement students will also be told by their CCFS mentor:

- to show respect for school property;
- to follow instructions and accept suggestions, and to ask for help when needed;
- to maintain a good attendance record (their school/ college/education provider will be contacted promptly if their attendance is poor);
- to behave on the job in a way that reflects well on their school/college/education provider, as well as CCFS and fellow workers;
- to keep personal problems at home.

#### **5. When the placement starts**

We provide students, at the first session of their placement, with a short induction on how our school is managed, how sessions are organised and our policies and procedures with regard to the main points in our Child Protection and Safeguarding Policy.

The teacher willing to host the student will keep a record of the student’s attendance and note any lack of punctuality or any other shortcomings in terms of expected standards (see Section 4, above).

The CCFS member of staff who is the student’s mentor is responsible for cooperating with the student’s school/college/education provider tutor in order to help the student fulfil the requirements of their course of study.

We communicate a positive message to students on work placement about the value of qualifications and training.

We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.

## 6. **Administration, organisation and record keeping**

The CCFS School Business Manager (SBM) will keep track of which students will be on placement when, through the academic year. The SBM will also keep records of all students on placement in school and will be responsible for ensuring that:

- our employers' liability insurance and public liability insurance covers both trainees and voluntary helpers;
- all students aged 17 and over to bring with them a completed DBS form together with three forms of identification (one of which must be a photo ID);
- a meeting is held between the student and the CCFS member of staff who will be their mentor;
- a school/college/education provider is contacted if a student on work placement has been absent and has not contacted Christ Church, or if the student has had a high number of absences during their placement.

## 7. **Payment**

During the work placement, students are classified as children in education, not as employees, and therefore have no right to expect or receive payment in any form. Consequently, students are not used in place of regular employees and will not undertake work of a repetitive or long-term nature beyond what would be classified as reasonable practice to acquire or develop a particular skill or competence.

## 8. **Breaks**

Students will be entitled to take a lunchtime break during the same lunchtime as the class in which they are working.

A morning coffee break may be organised at the discretion of the class teacher. In keeping with accepted custom and working practice, toilet breaks ought not to be taken during lesson time.

Students will be reminded not to bring food or drink into the classroom. They must not share their food and drink with children.

Students may not enter the main school staffroom. They may eat their lunch in the Conference Room or off site. (They are not permitted to eat their lunch in the classroom, the school hall, the playground, the library or any other part of the school site.)

**9. Cameras, mobile phones and wearable internet-connected devices**

Students will be told that no personal devices capable of taking photographs, recording audio/video or connecting to the internet will be permitted in school. These items must be left in the school office each day.

If students wish to check their phones at lunchtime, for example, they must do this off the school site.