



# Clarendon Primary School & Children's Centre

## Work Experience Policy

At Clarendon Primary School & Children Centre our aim to accommodate work experience students by giving them a good insight into the working day of a school. In order to achieve this we will:

- Devise tasks that are realistic and the same as those carried out by the employee where suitable
- Prior to the start of the work placement students will be assessed for their suitability; taking into consideration confidentiality, and child protection relevant to their experience
- Ensure the young person understands the purpose of the work required and where it fits into the service of Clarendon as a whole
- Ensure that the work planned is appropriate for the placement student
- Ensure there is sufficient Public and Employers Liability Insurance
- The line manager must ensure that the young person is properly supervised at all times whilst on a work placement and they are not left unsupervised or put in a vulnerable situation
- A full risk assessment must be conducted and control measures are required for eliminating any risks before the start date
- Students will be supervised at all times whilst in the school. Lunch and breaks will be made clear. Lunchtimes will be unsupervised and they will have access to the Medical Room if they require it
- Dress code needs to be appropriate for the setting/No denim
- The student is expected to make their own way to the workplace and home
- Staff will not transport a young person alone in a vehicle for the protection of both individuals
- The school/student need to inform us of any reasonable adjustments required prior to the students first day
- Work experience students do not receive payment, as the experience is part of their education
- All staff to be briefed and aware of their responsibilities to the young student
- An induction programme will need to be in place on the first morning. This will include discussion of the following policies: Safeguarding, Equal Opportunities, Mobile Phone, Fire Evacuation, Adult Behaviour, Health and Hygiene and Dress code and Behaviour.

This should also include a tour of the workplace, introduction to key staff, lunch and break times agreed and hours of work

- During the placement is important to provide opportunities for the student to reflect on their experiences, the tasks they are performing and how the placement is contributing to their learning objectives
- To gain maximum value from the placement a debriefing meeting will be arranged by the Line manager and any relevant feedback will be provided to the school, college or trident via the Employer Report Form

## **Review**

Date discussed by staff: Spring term 2014

Date reviewed by governing body: Spring term 2014

Date due for review: Spring term 2017