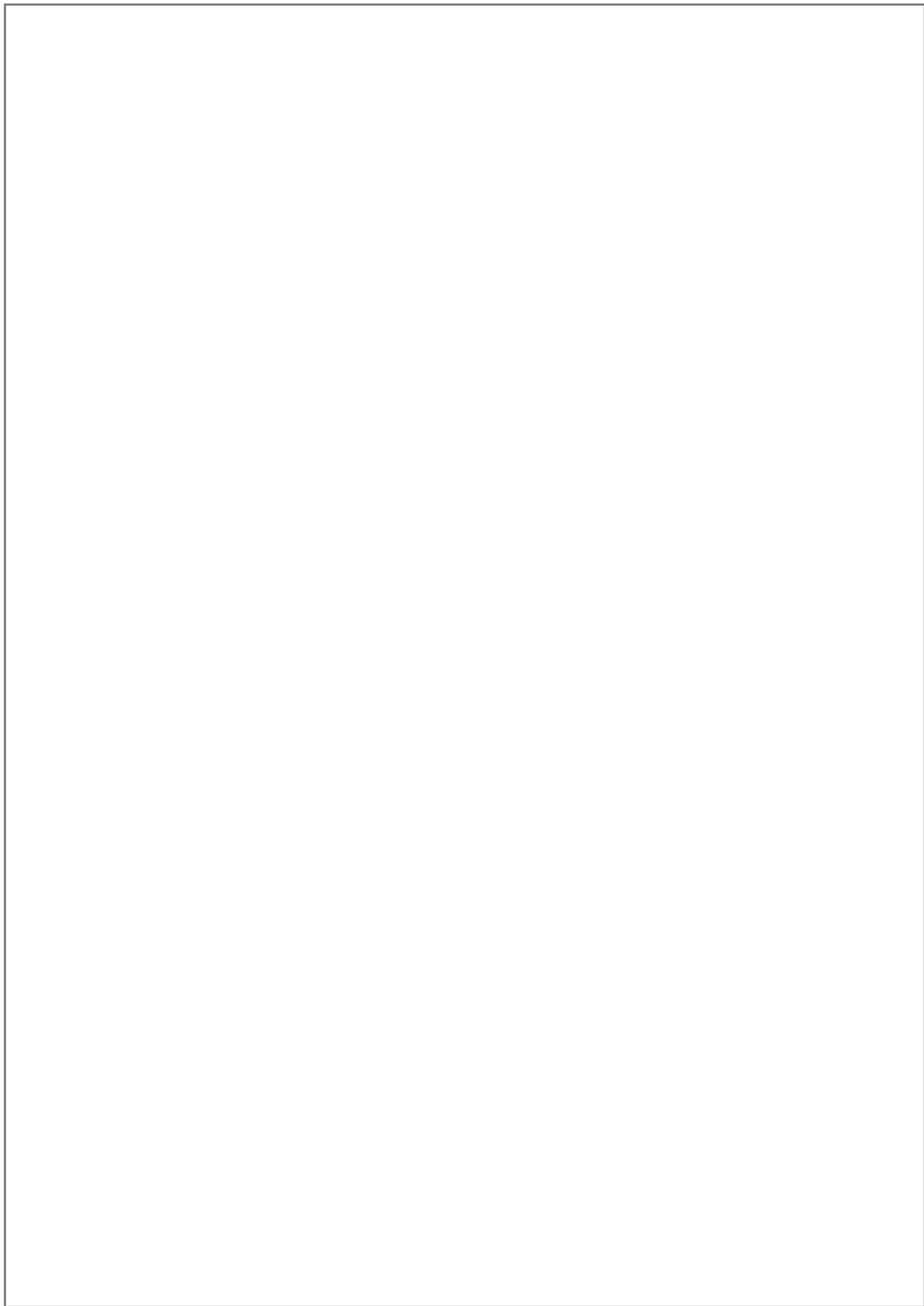


MAYBURY PRIMARY SCHOOL

Work Experience Policy

Spring 2024







Maybury Primary School

Produced: Spring 2024

Reviewed :

To be reviewed: Spring 2025

Work Experience Policy

Mission Statement

Our values-based school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is outstanding. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

Vision Phrase:

Believe. Achieve. Succeed.

Policy Statement

Work experience provides a number of benefits for children and young people. It enables students to learn about the world of work in a real-life working environment. With this in mind Maybury Primary School is supportive of students from other schools and colleges wishing to undertake their work experience here.

When we accept work experience students they will be inducted, supervised and safeguarded whilst on their work placements.

Information Prior to acceptance

It is the responsibility of the Headteacher to ensure the school receives adequate information on prospective work experience students prior to them being accepted as suitable candidates to work with our pupils. Pupil safeguarding must be at the forefront of every decision made with regards to accepting students.

Process of requesting a Work Experience placement

An initial request for a work experience placement should be submitted using the online form ([Work Experience Enquiry](#)) See also Appendix 1.

Once received, availability will be checked and a request for a letter from the college/school for all work experience placements confirming the suitability. For those students 16 years and older, a work experience bridging letter (see Appendix 2) will also be sent to the school/college. On completion and once all safeguarding obligations are met an offer of work experience will be confirmed.

The student will be required to meet with our Home School Link Worker prior to placement, whereby an induction, work experience handbook, tour of the school, work experience code of conduct and any necessary policies will be provided. The student must also provide photo ID.

Health and Safety of Work Experience Students

As a placement provider, we have primary responsibility for the health and safety of the student during their placement and will be managing any significant risks. Under health and safety law, work experience students are our employees and as such are treated no differently from any other employee.

Work experience students are covered by our existing liability insurance policy. A risk assessment for work experience students has been completed and is available on request. It is mandatory that students are given and sign our work experience code of conduct (see appendix 3) to show that they have understood and will abide by this advice.

- Whilst on placement, providers should:
 - Ensure the student receives adequate induction, training and health and safety including first aid instructions at the start of the placement/first day (Home School Link Worker)
 - Safeguarding procedures and reporting (DSL/DDSL)
 - Nominate a mentor/‘buddy’ to work with the student (Home School Link Worker)
 - Ensure students are made aware of the work activities involved and any associated significant risks (class teacher)
 - Ensure that students know who has day to day responsibility at the workplace for supervising them, and who (if different) has overall responsibility for their health and safety (Headteacher)
 - To ensure that they provide adequate supervision (class teacher)
 - Ensure students are informed of any prohibited activities/areas in the workplace (class teacher)
 - To notify parents and to inform the school/college as soon as practicable of any incident/accident involving the student (Headteacher, AHT in his/her absence)
 - Ensure that students are informed of the fire safety arrangements on their first day (front office staff)

Safeguarding

Enhanced Disclosure and Barring Checks

This is dependent on the age of the student. Pre-16 students are not legally required to undergo a DBS check/ disclosure.

Older students (16-18) who are undertaking work experience as part of their 16 – 19 study programme will need to have an enhanced DBS with Children’s Barred List Check before starting on their placement.

Therefore, the DBS status of older students must be established before the placement begins by the Headteacher in discussion with the student’s school/college. *For all students over the age of 16 it is their responsibility to ensure that a current enhanced DBS with Children’s Barred List check has been*

completed and DBS number provided to Maybury Primary School prior to commencement of placement. Failure to supply this information means we will be unable to accommodate a placement.

Our Safeguarding Responsibilities

The placement provider should take account of the young person's social as well as physical welfare during the placement and the HSE have produced guidance on the specific factors to consider.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

The placement provider should also do all they can to ensure their relationship with young people on work experience are appropriate to their age, religion and gender, and do not give rise to comment or speculation. All attitude, behaviour and language require careful thought and consideration.

Students will be made aware of the schools Designated Safeguarding Lead (DSL)/Deputy Designated Safeguarding Leads (DDSL) on the first day of placement.

Reporting Accidents during Work Experience

Placement providers have a responsibility to report all accidents to students that are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 to the HSE.

Placement providers must notify immediately the parent/guardian and school of any incident/accident involving a student. We should also inform the student's school/college who will investigate the incident and report it to the council's Health & Safety team following the incident reporting procedure. We should also complete our own incident reports following our usual protocols.

Statutory Obligations

Maybury Primary School agrees to observe all relevant current legislation, in particular that relating to Health and Safety, and legislation in respect of Sex Discrimination, Equality and Discrimination, Race Relations, Disability and the Children Act & Safeguarding.

Appendix 1 – [Work Experience Enquiry \(via Microsoft Forms\)](#)

Subject to availability and if you are able to fulfil our safeguarding obligations we are able to offer school and college students a work experience placement.

Please note that students over the age of 16 years of age are required to obtain an Enhanced DBS check with Children's Barred List check prior to having a placement confirmed. You should understand that you are liable for the cost of this check.

Please submit the information below and we endeavour to respond in a timely manner. Thank you for your interest in our school.

1. Full name
2. What is your date of birth?
3. Email address
4. Contact phone number
5. What school or college do you attend?
6. Please provide an email address for your school/college tutor; *a letter on school/college headed paper will be requested.*
7. What school/college year will you be in when you propose to complete your work experience?
8. What are your proposed dates of work experience?
9. If you are aged over 16 years of age, do you have a current Enhanced DBS check with Children's Barred List, or are you prepared to obtain an Enhanced DBS check with Children's Barred List check prior to having a placement confirmed?
 - Yes, I already have a current DBS and I am able to provide my DBS Number when requested
 - No, but I am willing to obtain a DBS check and understand that I am liable for the cost of this check.
 - I am under 16 years of age
10. Briefly outline why you would like to undertake work experience in our school, and what you expect to gain from the experience.
11. Please use the space below to add any questions or comments you may have.

Appendix 2 – Bridging Letter for Work Experience Students over 16 years old

Maybury is committed to safeguarding and promoting the welfare of children and young people and expects all work experience to share this commitment. In order to meet our statutory safeguarding obligations, we require you to provide the following confirmation that you have undertaken all safeguarding checks, including an Enhanced DBS check with Children's Barred List check, and consider the student suitable to work with children. This information must be supplied prior to the student attending Maybury Primary School. Failure to supply this information means we will be unable to accommodate a placement.

| | |
|--|--|
| Student Name | |
| College Name | |
| Date of DBS Check | |
| DBS Number | |
| Type of DBS check | Standard / Enhanced / Enhanced with Children's Barred List Check |
| Registered Provider used for the check | |
| Has a check been made against the Children's Barred List (this is part of an Enhanced DBS check) | Yes / No |
| Date of Check (same as the DBS check if the DBS included a CBL check) | |
| Right to work in the UK confirmed? | Yes/No |

I confirm that these necessary and appropriate safeguarding checks have taken place and we believe this student is suitable for a work experience placement at your school.

Signed: _____

Name: _____

Position: _____

College/School Name: _____

Date: _____

Appendix 3 – Work Experience Students Code of Conduct

By signing this form, **Work Experience Students** agree to the following:

1. School rules and policies

Work Experience Students will follow all school rules and policies, including those on:

- Allegations of Abuse against staff
- Child protection and Safeguarding
- Data protection
- Health, safety & welfare
- ICT and internet acceptable use
- Online safety
- Mobile phones (as per the guidance in the Work Experience Student Handbook)
- Whistle-blowing

Copies of the school policies will be made available to the student and the Work Experience Student handbook will be provided to you prior during the induction meeting. Additional copies can be requested anytime from the school office.

2. Professional conduct

- Work Experience Students must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or the Home School Link Worker.
- Behaviour management is the responsibility of school staff. If the student witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Work Experience Students should not attempt to reprimand pupils or issue sanctions.
- Work Experience Students must conduct themselves in a professional manner at all times. This includes:
 - Dressing in a way that is professional and appropriate to the work they are doing
 - Refraining from using inappropriate language
 - Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - Behaving in a way that is appropriate for the role they are undertaking
 - Ensuring that comments, including those made on social media, do not bring the school into disrepute
 - Mobile phones can be brought into school but must not be used when working in class or around the school.
 - Mobile phones must be stored away safely until break times and/or leaving the premises.
 - No photographs may be taken using mobile phone at any time whilst on school premises.
- If a Work Experience Student is unable to come to school when they are expected/scheduled to be in, they must contact their school/college tutor and the school office as soon as possible.

3. Safeguarding

- Work Experience Students must be familiar with, and adhere to, the school's safeguarding and child protection procedures.
- If there are concerns about the welfare of a child, or if a child makes a disclosure, you must speak directly and immediately to the designated safeguarding lead (DSL) or deputy DSL. Details of who the DSL and DDSL are found within the Work Experience Students Handbook.

4. Health and safety

- Work Experience Students must abide by the school's health and safety and first aid policies. Students are not to administer first aid.
- Work Experience Students must be familiar with the school's fire safety and emergency evacuation procedures.
- Work Experience Students must sign in and sign out at the beginning and end of every visit using the school Inventory system, and must wear a visitor badge with their photo and a lanyard at all times.

5. Confidentiality

- Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Work Experience Students shouldn't discuss pupils with parents or other children.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, will be treated in line with the school's safeguarding procedures which could include referrals to the LADO.

I have read and understood, and will comply with the Work Experience Students Policy and Code of Conduct.

Signed

Name.....

School/college.....

Date.....