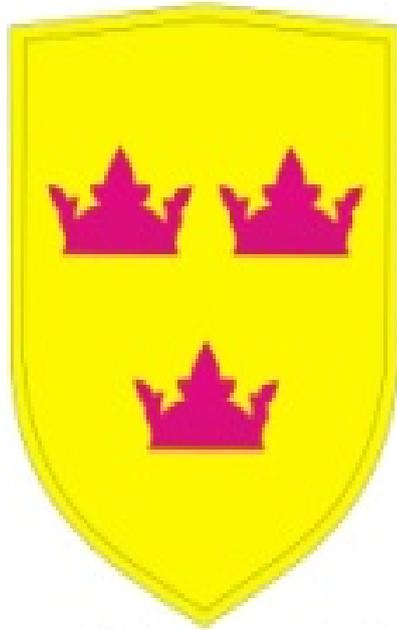


Work Experience Policy



Believe Succeed & Grow

Adopted Spring 2017

Review Date Spring 2021

St Osyth Church of England Primary School
Norman Close
St Osyth
Essex
Co16 8PN

1. Introduction

This policy was drafted in consultation with parents, pupils, staff and governors. It makes clear our approach towards work experience for students from local secondary schools. It should be read in conjunction with our vision statement, health and safety and child protection policies.

2. Aims and objectives

We believe that the effective use of work experience:

1. is beneficial for the visiting student.
2. provides our pupils with good role models.
3. is part of our work in and for the local community.

3. Our approach

3.1 Arranging work experience

Local schools and students approach our school in the first instance. The Deputy Headteacher decides whether to accept the student for work experience and if so when the work experience will take place. The Deputy Headteacher will ensure that the work experience will happen at a mutually beneficial time and that no more than four students will be having work experience in school at any one time.

3.2 Pre - Visit

Each student will visit the school prior to their work experience and meet with the Deputy Headteacher or another designated member of staff.

During the pre – visit the following check list will be followed by the Deputy Headteacher or designated member of staff:

1. Check paperwork
2. Tour of school
3. Outline daily procedures such as signing in book
4. Discussion about activities they may be doing
5. Our expectations, dress code, confidentiality etc.
6. Share ‘Safeguarding Children’ visitor’s booklet
7. Share this policy
8. Their expectations
9. Health and Safety including emergency procedures and physical contact with children.

3.3 During the Work experience

Each student will fulfil the role and tasks given to them - with appropriate support and supervision from school staff. At no time will students be left on their own with a class, a group or an individual pupil.

If a member of staff has issues of concern regarding the student then they should try and deal with such issues with the student. If this does not resolve the situation then the teacher should inform the Deputy Headteacher. However, if any member of staff has child safety concerns in relation to the student then they should inform the Deputy Headteacher or Head Teacher immediately.

If a visiting student has issues of concern regarding anything then they should try and deal with such issues with the member of staff with whom they are working. If this does not resolve the situation then the student should inform the Deputy Headteacher or Head Teacher

4. Monitoring and Evaluation

The impact of this policy will be monitored and evaluated by the Head Teacher.