



Work Experience Policy for Secondary School Students

Purpose: This policy outlines the procedures and guidelines for hosting secondary school students for work experience at Lindridge Primary School and Nursery. Our aim is to provide a valuable learning experience for students while ensuring the safety and well-being of all participants.

Scope: This policy applies to all secondary school students undertaking work experience at Lindridge Primary School and Nursery, as well as the staff and students of Lindridge Primary School and Nursery.

Policy Statement: Lindridge Primary School and Nursery through its school vision, is committed to supporting the educational development of secondary school students by offering work experience opportunities. We believe that such experiences can provide valuable insights into the teaching profession and the operations of a primary school.

Safeguarding Statement; Lindridge St Lawrence CE VA Primary School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Procedures:

- **Application Process:**
 - Secondary schools must submit a formal request for work experience placements at least one month in advance.
 - Applications should include the student's name, age, year group, and any specific areas of interest or learning objectives.
 - A signed consent form from the student's parent or guardian must accompany the application.
- **Selection Criteria:**
 - Priority will be given to students from local secondary schools who have not previously been members of the school or do not have siblings in school.
 - Students must demonstrate a genuine interest in working with children and in the education sector.
 - A maximum of two students will be accepted per term to ensure a quality experience.



- **Induction:**
 - All students will undergo an induction session on their first day, covering school policies, health and safety procedures, and expectations.
 - Students will be assigned a mentor from the teaching staff who will provide guidance and support throughout the placement.
- **Roles and Responsibilities:**
 - Students will assist with classroom activities, administrative tasks, and playground supervision under the direct supervision of a staff member.
 - Students are expected to adhere to the school's code of conduct and dress code.
 - Any concerns or issues should be reported to the assigned mentor or the school headteacher.
- **Professional Dress**
 - Students are expected to dress in a professional manner that reflects the values and standards of Lindridge Primary School and Nursery. This includes wearing clean, neat, and appropriate clothing. Denim (jeans) is not permitted. Volunteers should avoid wearing clothing with offensive language or graphics and ensure that their attire is suitable for a school environment.
- **Storage and Use of Phones:**
 - Work experience students are expected to keep mobile phones switched off and stored securely out of sight during the school day. Phones must not be used in the presence of pupils, and under no circumstances should they be used to take photos, videos, or access social media while on site. If a phone needs to be used in an emergency, this should be done during a break and in a private area away from pupils, with the permission of the supervising staff member.
- **Breaks:**
 - Work experience students are entitled to regular breaks in line with the school's daily schedule. Break times should be taken in the designated staffroom or another suitable area, and students should not remain unsupervised in pupil spaces. Students must return promptly to their assigned area after breaks and are expected to maintain professionalism during all interactions with staff and pupils.



- **Going Off Site:**
 - Work experience students must remain on school premises throughout the day unless prior permission has been granted by their school supervisor. If a student needs to leave the site during the day (e.g. for lunch or a personal appointment), they must sign out at the main office and ensure a responsible adult is informed. Leaving site without permission may result in the placement being reviewed or terminated.

- **Appropriate Language:**
 - All language used by work experience students must be professional, respectful, and appropriate for a primary school environment. Swearing, inappropriate jokes, or casual slang that could be misunderstood by children is not acceptable. Students should be mindful of their tone and choice of words when interacting with both pupils and staff, modelling the language expectations of the school.

- **Termination of Placement:**
 - The school reserves the right to end a work experience placement at any time if the student's conduct does not meet expectations. This includes breaches of safeguarding, inappropriate behaviour, lack of punctuality, poor attitude, or any actions that could impact pupil wellbeing or the smooth running of the school. Where possible, concerns will be discussed with the student and their school or provider before termination, but immediate action may be taken if necessary.

- **Health and Safety:**
 - Students must comply with all health and safety regulations and procedures.
 - The school will conduct a risk assessment prior to the placement to identify and mitigate any potential hazards.
 - In case of an emergency, students will follow the school's emergency procedures.

- **Safeguarding:**

Lindridge St Lawrence CE VA Primary School and Nursery

Discovering life in all its fullness. John 10.10b

Hesed Hamdah Honesty Horizons



- Lindridge Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people. All secondary school students on work experience must adhere to the school's safeguarding policies.
 - Students will receive training on safeguarding procedures during their induction.
 - Any concerns regarding the welfare of children must be reported immediately to the designated safeguarding lead (DSL).
 - The school will ensure that all students are supervised at all times and will not be left alone with children.
 - Secondary school students must respect the confidentiality of any information regarding the children and staff.
- **Confidentiality:**
 - Students must respect the confidentiality of all school-related information and not disclose any personal or sensitive information about staff or students.
 - **Feedback and Evaluation:**
 - At the end of the placement, students will have a feedback session with their mentor to discuss their experience and any areas for improvement.
 - The school will provide a written evaluation of the student's performance, a template for which is to be provided by the secondary school prior to the beginning of the work experience period.

Review: This policy will be reviewed annually to ensure it remains relevant and effective.

Approval: This policy was approved by the Lindridge Primary School and Nursery Governing Body on [Date].