

Sunny Bank Primary School

'To be the best we can be'.

WORK EXPERIENCE POLICY



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Work Experience

Work experience is an important part of preparing students for employment. It enables students to learn about the world of work in a real-life working environment. With this in mind, Sunny Bank Primary School is supportive of students from other schools and colleges wishing to undertake their work experience at Sunny Bank.

It is the responsibility of the Head of School/Assistant Head of School 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.




First Day Induction

It is the responsibility of the Head of School/Assistant Head of School to ensure that any student invited into the school environment is given proper basic training / briefing on the following subjects for their own safety and that of school pupils and staff:

-  Behaviour Management
-  Safeguarding
-  Code of Conduct
-  Confidentiality
-  Dress Code
-  Fire / Emergency Evacuation Procedure
-  First Aid procedures
-  Health and Safety
-  Use of mobile phones








Students should be assigned to a mentor who will be their first point of contact during their time with the school.

What students should do while on work experience. As far as possible students should:

-  undertake real tasks to give an idea of the work carried out by teaching staff
-  be offered a basic understanding of how teachers organise their day to meet the needs of the national curriculum
-  be encouraged to display any particular skills they may have, to enhance pupils learning in the class they are working with wherever appropriate.

What staff mentors should do:





Staff must take responsibility for overseeing all tasks that any work experience student undertakes with pupils by ensuring students are:

-  never placed in a situation whereby their own safety or that of pupils may be comprised
-  never left to work alone with pupils out of the vision of another member of staff
-  given clear explanation of the duties expected of them
-  encouraged to take an active part in a variety of learning activities
-  given direction and advice to enable them to perform to the best of their ability
-  offered opportunity to incorporate any specific talents they may have into lessons
-  monitored with a view to offering feedback to their school work experience co-ordinator during an on-site visit

At the end of the student's work experience placement, a member of the Leadership Team may, if deemed appropriate by the Head of School will conduct an "exit interview" of the student to gather feedback to assist any possible future placements within the school.

Restrictions

There are limitations to the type of work that students can experience whilst on their work experience with the school. Students must:

-  never put yourself in a position where you are left alone unsupervised with pupils
-  only take pictures with the explicit consent of the class teacher/mentor and never of pupils
-  not use any language deemed unacceptable for our pupils
-  ensure their clothing is suitable for the school environment (see attached dress code)

Sunny Bank Primary School

The staff of Sunny Bank Primary School are very pleased to welcome and engage with work experience students. We believe it is of great value to the children and to the whole school community.

- We hope you will understand and appreciate why such a policy is necessary to protect everyone at school and can agree to the following statements. If you do need to discuss any point before signing the policy, please speak to the Assistant Head of School or Head of School. _____
- I wish to help on a voluntary basis at Sunny Bank Primary School.
- I have read and understand the Guidelines and Code of Conduct set out in the Work Experience Policy document.
- I am happy to work to the direction of a member of staff, and will seek clarification and assistance with any work I do
- I understand that anything I see, or statements that I hear are of a confidential nature.
- If I have cause for concern arising from something I hear or from something I see, I will speak to the member of staff with whom I am working or to the Assistant Head or the Head of School as appropriate.
- I fully understand that I must respect the privacy of the children, staff and parents in school and will not discuss any child, member of staff or parent with anyone outside of school.
- I declare that I know of no reason that I should not take up a placement in a school setting.

Signed.....

Full name (printed).....

Date.....

Thank you for agreeing to the above and we look forward to you working with us.

Dress codes

As role models for our pupils, all staff (including Work Experience/Volunteers) should present themselves in a smart and professionally appropriate manner on every pupil day, and in a way that reflects our expectations for the pupils wearing school uniform.

Teachers, TAs and Support Staff are expected to dress in appropriate and smart clothing. Please note that vest tops are not suitable and underwear (including bras) should not be visible at any time.

Trousers should be smart; denim jeans are NOT to be worn except for EYFS staff who can wear dark shades, i.e. black. Skirts should not be inappropriately short and summer tops should not reveal too much skin. Shoes should be practical; any very high or narrow heels are not safe in the school environment.

Beachwear items e.g. shorts, flip-flops, Crocs are not compatible with the image of the profession and should not be worn. Sandals (where all of the foot are visible) are discouraged due to health and safety.

It is acceptable for members of staff to wear a shirt without a tie but appearances should be professional at all times. We would like staff to have their own personality and style of dress but it is important to remember that we are professionals and we set an appropriate example.

With the above in mind the following are not permitted:

- No flip flops, high heels or backless shoes for health and safety reasons
- No low cut tops
- No leggings – with the exception of sports wear on PE or sports days
- No denim/jeans

Staff are expected to wear sports clothes and trainers when delivering PE as role models for our pupils and for expediency, staff can wear these clothes all day on PE days.

Lunch Details

Lunch break is generally between 12pm and 1pm. Please discuss with the Class Teacher regarding lunch break timings. Students can bring in packed lunch or purchase from the canteen. Prices from £2.75 – enquire at office for menu. Unfortunately, we do not allow work experience students to use the staff room for their breaks due to confidentiality reasons. They can heat food/make a drink but must be accompanied by a mentor and return to the classroom to eat. Alternatively, they can choose to go off site for half an hour.