



Yarrells School & Nursery

WORK EXPERIENCE POLICY

Policy Lead (Position (and Initials)): **Head (SW)**

Date of Last Review: **May 2021**

Date of Next Review: **July 2022**

Yarrells Preparatory School is committed to safeguarding and promoting the welfare of children and young people. We recognise that keeping children and young people safe is paramount. Preventing those who might wish to harm or abuse children from engaging in area of responsibility at Yarrells, whether paid or voluntary, is a top priority. The whole School community is expected to share this commitment.

Yarrells welcomes work experience pupils and students. We hope to encourage and inspire those who are planning a career in teaching or childcare, and we appreciate the opportunity to allow others in the wider community to enjoy the experience of working with our pupils and to benefit from the interaction with our excellent team of staff.

Work experience candidates must visit Yarrells prior to the work experience for an induction visit. This entails a general induction with the Head or other supervisor that will take the pupil or student through general policy and procedure. It is also an opportunity to discuss expectations and answer any questions. In addition, the pupil or student may spend some time with the teacher and class for familiarisation and in order to ensure that the individual is suitable for work in our school.

During their time at Yarrells, the pupil or student on work experience will work under a supervisory member of staff, as well as various other members of staff, as appropriate. The pupil or student is expected to dress appropriately and to conduct herself / himself in a professional manner. The pupil or student is also expected to respect the policies and procedures of the school as discussed in the induction, particularly with respect to Safeguarding Children, Confidentiality, Health & Safety and Discipline procedures.

School or College Work Experience Students:

Prior to accepting any pupil or student Yarrells must ascertain the following:

- ✓ The school or college certifies that the pupil or student that wishes to attend work experience is particularly interested in working with young children and is fit to work with children
- ✓ If a student is over eighteen: that we are provided with a recent police check
- ✓ The school or college certifies that the pupil or student has not been suspended from school or college at any time
- ✓ The school or college conveys any necessary information to the Head or supervisor of the pupil or student regarding any special needs or special circumstances

As appropriate, the school will communicate with and report back to pupils/students' tutors. Yarrells will accommodate visiting tutors to facilitate appropriate opportunities to discuss pupils/students' development and experience of work at Yarrells School.

Adults wishing to undertake work experience with a view to studying teaching or childcare:

Prior to accepting any adult on work experience Yarrells must ascertain the following:

- ✓ The adult has filled in an application form and that the security checks as outlined on the form have been completed
- ✓ The applicant is particularly interested in working with young children and is fit to work with children
- ✓ The applicant has been interviewed
- ✓ The applicant has attended an induction

Work Experience Application Form

Student's Name: Date of Birth:

Student's Contact Details, inc. address, tel. numbers and email address:
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.....

Age groups/subjects you wish to work with:
.....

Intended dates of work experience:

Please fill in the names and telephone numbers of at least 2 people who could be contacted in the event of an emergency. State their relationship to you:
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.....

Name of school/college you are currently attending:

School/College contact name and telephone number:

Is there any information, e.g. medical conditions of which we should be aware: **Yes / No**

If yes, please give further details as necessary:
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.....
.....

Signed by student: Date:

Print Name:

WORK EXPERIENCE INDUCTION

Student's Name: Date of Birth:

Date of Induction: Induction conducted by:

Please confirm that you have received and understand information on the following:

1. **Welcome, expectations and general introduction**, including ways we will support you and those assisting with your supervision. Who to speak to if you are unsure about anything.
2. **What you can expect** from the School and the School's vision, aims and values.
3. **Code of conduct**: e.g. being polite, courteous, self disciplined and respectful; being an appropriate role model; language; dress; hygiene; rules around smoking, alcohol and illegal substances.
4. **Health and safety issues** such as: general understanding; emergency procedures and raising the alarm; Fire Drill procedure; accident book; procedure to follow in the event of an accident; if a child or staff member appears ill; answering the door/security.
5. **Safeguarding policy**: Work Experience students are not to be left unsupervised; they should not take children to the toilet or be left in charge of a small group of children on an outing away from teacher/teaching assistant supervision; they are advised about physical contact with children in the same way as employed staff; they should use the staff toilets rather than using the children's toilets or play areas; they are advised that if a child discloses any information relating to potential abuse that they must bring this to the attention of the teacher immediately.
6. **Equal opportunities policy and respecting diversity**
7. **School Discipline and the Behaviour policy**: Work Experience students are advised that it is not their role to discipline children; they are advised that at no time should they shout, hit or threaten a child or adult; they are advised of the anti-bullying policy and that they should bring any situations of conflict or bullying to the attention of the supervising teacher.
8. **Confidentiality**: Work Experience students are advised that all information about the children is confidential and must not be discussed outside of the school or with children, parents or other visitors to the school. Work Experience students should not have access to school records, children's personal details etc, and they must not take any notes about children outside of the School.
9. **Mobile phones**: should not be brought into the class room and may not be used while children are being supervised or during working sessions.
10. **School hours**
11. **Lunch times and breaks and break times with children**
12. **Introduction of staff members and supervisor/s**
13. **Tour of the premises**
14. **Where to hang coats/ store belongings**
15. **Toilets**
16. **Timetable**
17. **If you are unable to attend school**
18. **Contact with children outside of school**: Work Experience students are actively discouraged from forming any friendship relationships with children outside of school. If they know any of the children, this should be discussed during the induction. Work Experience students must not share their personal details such as address, e mail, phone or mobile numbers or engage with pupils on social network sites.

Signed by employee: Date:

Print Name: