



Information for Work Experience Students

The aim of this information is to help provide you with the kind of things you need to know when you start your period of time in our school. If any of your questions remain unanswered please advise us so we can update the information.

General Guidelines for Work Experience Students Working in School

During your time in school you may be asked to carry out a range of tasks, for example:

- Supporting children with their learning in different subjects in the classroom;
- Supervising children undertaking specific activities such as art activities;
- Helping children with repetitive tasks within the classroom or listening to children read;
- Assisting children with activities they find difficult; and
- Assisting the teachers with things such as photocopying or putting up displays.

The class teacher together with the deputy head teacher/head teacher will be responsible for deciding whether a student can help with tasks.

Confidentiality issues may arise from time to time. If a child says something to a work experience student which concerns him/her, then they **must** share this first with the classroom teacher and then if asked the SENDco/deputy head teacher/head teacher.

It is important that the confidentiality of all individuals must be respected at all times.

It is recommended that work experience students go offsite and home for lunch. If this is not appropriate, then students are welcome to join the children for their lunch.

For security reasons all work experience students **must** sign in the visitors' folder at the entrance and must sign out when they leave. Whilst in school children must wear a visitors' lanyard.

All work experience students are expected to have read the school safeguarding and child protection policy and visitor responsibilities document before commencing work at the school.

If a child is distressed then work experience students **must not** sit a child on their lap to cuddle them and offer them comfort, as this may be open to misinterpretation. Similarly, if a child initiates any kind of physical contact (e.g. cuddles), the volunteer must remove him/herself from the situation, giving positive reassurance verbally. Work experience students **must not** physically restrain children. Teachers must deal with any such incidents not the work experience student. Work experience students **will not** be left alone with any child at any time, unless it cannot be avoided.

Work experience students are asked to set a good example to children e.g. by engaging appropriately with them in conversation and being dressed appropriately for the activity they are to be helping with, e.g. an overall for painting. The general dress code is smart casual.

Personal mobile devices should be switched off and securely stored away at all times whilst on the school site.

Behaviour and Reward Systems

Good behaviour should be encouraged and rewarded at all times. Work experience students should familiarise themselves with the reward systems that are in place in the class in which they are working.

Copies of the School's Golden Rules should be displayed in each classroom.

Any serious incidences of behaviour e.g. verbal and physical abuse, continued defiance, endangering other children and damage to property, should be reported to the class teacher or deputy/head teacher immediately.

Work experience students should not challenge children regarding their behaviour beyond minor misdemeanours, when the children's attention should be drawn to the Golden Rules.

Organisation of the school day

8.55	Bell goes on playground
8.55 – 10.10	Registration and Session 1
10.10 – 10.25	Assembly (Fridays only)
10.25 – 10.40	Morning Break
10.40 – 12.00	Session 2
12.00 – 1.00	Lunchtime
1.00 – 2.00	Session 3
2.00 – 2.20	Afternoon Break
2.20 – 3.20	Session 4
3.00 – 3.20	Whole School Assembly (Mondays and Wednesdays)
3.20	School ends

Timetable for the juniors is the same except lunch break is from 12.15 – 1.15pm and there is no afternoon break.

Health and Safety

Named First Aiders are Matt Fisher, Terry Heard, Christine Habel, Nicola Shilton, Amo Ryan, Laura Nicol, Ali Evans, Emma Bish, Jenny Clark-Hall, Sarah Brock & Hazel Edwards.

- There are four first aid boxes located :
 1. in the office
 2. in the junior corridor
 3. in the hall
 4. in the Reception classes cloakroom area

Each box contains a book for recording accidents and first aid administered in. All minor accidents/incidents should be recorded in one of these books by the person administering first aid.

Any child who bangs their head during the school day should take a letter home to their parents explaining the situation. Copies of this letter are kept by the first aid kit. The children's names should also be added to the 'bumped head list' in the office to receive a text message,

There is a no smoking policy in place in the school and grounds.

All electrical items in the school are given safety tests annually and should display up to date stickers showing this.

Any unsafe building or equipment should be reported to the Headteacher or the Site Manager immediately.

During their time in school all work experience students must wear a visitors' lanyard.

Firebell and drill procedures:

- These are displayed in each classroom.
- Practice fire drills will take place regularly throughout the year.
- When the fire bell rings it should be assumed that it is the real thing and everyone must evacuate the buildings.

Getting the most out of your placement....

It is important that you approach your work experience placement with a commitment to do well and get the most out of it. Be prepared to use your initiative, roll your sleeves up and get stuck in! All our staff are incredibly hard working and will enjoy having you working with them if you are keen, willing to learn and prepared to approach all tasks with a positive attitude!

Work experience students should not feel in an uncomfortable or vulnerable position. If you are concerned by any nature of your work or something that you have witnessed with regard to child protection or anything else then please talk to the class teacher, SENDco or deputy head teacher/head teacher immediately.

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