



"I am able to do all things by the one who strengthens me" - Phillippians 3:14

GROWING - BELIEVING - SUCCEEDING

" We will all achieve our very best by loving learning, showing resilience and by developing Christian values within our community".

PLEASE REFER TO THE COVID-19 POLICY FOR SUPPLEMENTARY GUIDANCE

WORK PLACEMENTS POLICY

Sale & Davys CE Primary School is a place of work for its employees. From time to time, it will offer placements to suitable students as part of their training or education. Students under the age of 18 years shall form part of the teacher to pupil ratio. Students over the age of 18 years are regarded as adult visitors and will be subject to an enhanced disclosure if they have unsupervised access to children.

Students on work experience placements will be given duties appropriate to their level of experience. Before the placement begins, the headteacher will be satisfied that the student is a representative from the organisation and that he or she has permission from that organisation to be placed at Sale & Davys CE Primary School for a specified period of time.

Before the placement period begins, the student will receive training and information on the following:

- who will be in immediate charge of the student in the workplace
- the type of work to be undertaken
- health and safety protocols in the workplace, including child safeguarding, dangerous substances, personal safety and hygiene
- the location of prohibited areas
- machinery which they may and may not operate
- emergency procedures, such as first aid facilities, accident procedures and fire alarm procedures
- expectations of their conduct, punctuality and attendance

The student will need to provide proof of their identity, their contact details (in case of emergency), and any documents relating to the placement from their organisation.

During the placement, the supervisor shall monitor the work of the student closely and keep the headteacher informed of progress. The headteacher and supervising members of staff shall provide feedback to the student on an ongoing basis.

If the headteacher has cause for concern following initial developmental discussions or observations, the student's organisation will be informed. This could, as a last resort, lead to the student's placement being terminated.

Sale & Davys CE Primary School will comply with requests for visiting tutors to monitor the work of work experience students. The headteacher will ensure that an evaluation of the student's progress is completed when it has been requested whenever possible.

The Work Experience Co-ordinator is the Headteacher.

Policy approved.....at a Full Governors Meeting

Date of meeting:7 July 2021

Minute Number:12.3
1 of 1

Renewal Frequency: Annual