



**St. Ethelbert's Catholic Primary School  
and Nursery**

**Work  
Experience  
Policy**

Date of Policy Issue: September 2024-2027

Name of Responsible Person :

Role of Responsible Person :

Signature of Responsible Person :

Signature of Headteacher :

Signature of Chair of Governors .....

Date agreed:

Date to be reviewed : August 2027

Our vision for St Ethelbert's Catholic Primary School is to be 'a school with High Expectations for All, in the Light of Christ'. All pupils will be given every opportunity to achieve their potential and encouraged to learn about and develop their hidden talents in order to reach high levels of achievement. All members of our school community will be fully equipped to meet all pupils' needs through appropriate professional development. St Ethelbert's will be an outstanding school.

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*'Every child at St Ethelbert's is to fulfil their academic, social, behavioural and emotional potential in the surroundings of a Catholic community, and in which each individual shares or respects the Catholic church and Christian way of Life.'*

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## **Policy Statement**

We welcome members from the community to obtain work experience at our school.

Work experience enables students<sup>1</sup> to gain a valuable insight into the 'world of work' and the teaching and learning of children aged 4-7 years. St Ethelbert's benefits by the additional resources such students bring to the school, i.e. their time, expertise, skills and individual talent.

## **Health and Safety of Work Experience Students<sup>2</sup>**

As a placement provider, we have primary responsibility for the health and safety of the student during their placement and will be managing any significant risks. Under health and safety law, work experience students are our employees and as such are treated no differently from any other employee.

Work experience students are covered by our existing liability insurance policy. Our risk assessments for staff also include work experience students. It is mandatory that students are given and sign our work experience guidelines to show that they have understood and will abide by this advice.

\* Whilst on placement, providers should:

- Ensure the student receives adequate induction, training and health and safety instructions at the start of the placement/first day

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<sup>1</sup> **Definition:** "Students from the secondary education sector who usually have a block placement between 1 – 2 weeks and those from the higher education sector who often gain experience in the school over longer periods."

<sup>2</sup> Taken from Health and Safety at Work Act 1974

- Nominate a mentor/'buddy' to work with the student (usually class teaching assistant)
- Ensure students are made aware of the work activities involved and any associated significant risks (class teacher)
- Ensure that students know who has day to day responsibility at the workplace for supervising them, and who (if different) has overall responsibility for their health and safety (class teacher and Headteacher)
- To ensure that they provide adequate supervision (class teacher)
- Ensure students are informed of any prohibited activities/areas in the workplace (class teacher)
- To notify parents and to inform the school/college as soon as practicable of any incident/accident involving the student (Headteacher, Deputy Head in his absence)
- Ensure that students are informed of the First Aid and Fire Safety arrangements on their first day

### **Safeguarding**<sup>3</sup>

#### Enhanced Disclosure and Barring Checks

This is dependent on the age of the student. Pre-16 students are not legally required to undergo a DBS check/ disclosure.

Older students (16-18) who are undertaking work experience as part of their 16 – 19 study programme will need to have an enhanced DBS check before starting on their placement.

Therefore, the DBS status of older students must be established before the placement begins by the Headteacher in discussion with the student's school/college. \*\*

#### Our Safeguarding Responsibilities

The placement provider should take account of the young person's social as well as physical welfare during the placement and the HSE have produced guidance on the specific factors to consider.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

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<sup>3</sup> Taken from guidance from Health and Safety Executive (HSE)

The placement provider should also do all they can to ensure their relationship with young people on work experience are appropriate to their age, religion and gender, and do not give rise to comment or speculation. All attitude, behaviour and language require careful thought and consideration.

### Reporting Accidents during Work Experience

Placement providers have a responsibility to report all accidents to students that are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 to the HSE.

Placement providers must notify immediately the parent/guardian and school of any incident/accident involving a student. We should also inform the student's school/college who will investigate the incident and report it to the council's Health & Safety team following the incident reporting procedure. We should also complete our own incident reports following our usual protocols.

## **Roles and Responsibilities**

### Headteacher

All requests for work experience will be first viewed for their suitability by the Headteacher/Deputy Headteacher. They will then liaise with year group leaders to allocate placements.

The Headteacher/Deputy Headteacher will

- Explain the need for confidentiality
- **Explaining, in simple terms, child protection procedures, e.g. disclosures. Students to be informed on their first day that any disclosures/concerns must be reported immediately to a member of staff who will pass these on to the Designated Safeguarding Lead Ensure student has appropriate Safeguarding training on their first day**

### School Manager/Office Administrator

Year group leaders are responsible for work experience students in their year group. Each year group leader will need to:

- Student to make contact over the telephone/via email to make the student aware of dress code and times, etc.
- **Ensure all dates and the class are entered into the school online diary**

- Prior to, or on the first day of placement, give work experience students a copy of Work Experience Guidelines (see Appendix 1)
- Show the student around the school on arrival, introduce them to the class teacher and teaching assistants they will be working with
- Liaise with the class teacher
- Aim to have brief contact with the student on each day of placement to 'touch base'

### The Administrative Team (front office)

Office staff will need to:

- Enter start and end work placement dates into the school online diary
- Maintain an up-to-date record of all work experience students (see Appendix 2). This to be displayed in the front office
- Ensure each student receives: a copy of the work experience guidance and reads Child Protection and Fire Safety information

### Class Teachers

Class teachers are responsible for:

- Ensuring students without a current DBS are never in a situation where they are responsible for children without the presence of a member of staff; if they do have a DBS it is still at your discretion
- Explain that work placement students should only access programmes which the children can access when using school computers and/or iPads
- Day to day contact
- Providing a range of experiences, e.g. individual, small group, display, preparing resources, etc. depending upon age and experience
- For providing guidance and support as necessary
- Providing feedback
- Liaising with tutors

- Overseeing any assignments the student is required to do.
- Report writing

### Class Teaching Assistants

The class Teaching Assistant is responsible for:

- Taking the student 'under her/his wing'
- Introducing students to other TAs
- Explaining playground routines
- Accompanying them to the staff room for tea/coffee
- Offering guidance and support
- Liaising with the class teacher
- Generally making them feel welcome

| <b>St Ethelbert's Catholic Primary School and Nursery<br/>Work Experience Guidelines</b>    |   |
|---|---|
| <b>THIS MUST BE READ AND SIGNED ON THE FIRST DAY OF COMMENCEMENT OF<br/>WORK EXPERIENCE</b> |   |
| Dress   | <ul style="list-style-type: none"> <li>• Smart but casual, (no jeans) sensible shoes – smart open shoes are acceptable.</li> <li>• See appendix 2</li> </ul>  |
| Times   | <ul style="list-style-type: none"> <li>• 8.30am – 3.30pm.to allow time to talk to the class teacher before the school day and to help in the preparation of the day.</li> <li>• Each day you will need to sign in and out at the front office and if you leave the premises at lunchtime. You will be given a badge which you must wear at all times.</li> </ul>  |
| Breaks  | <ul style="list-style-type: none"> <li>• EYFS: at teacher's discretion.</li> <li>• Y1 -Y6: 10.45-11.00am</li> <li>• Tea/coffee break in the meeting room.</li> <li>• No drinks in the classroom. Return to class promptly.</li> <li>• Lunch:12.00 -1.00 p.m. Lunch break may be taken either on or off the premises. You must sign out and then back in as you leave the building</li> </ul>  |
| Work  | <ul style="list-style-type: none"> <li>• As directed by the teacher by usually includes:</li> <li>• Classroom – individual, e.g. hearing children read, small group work, display, maintaining and preparing resources.</li> <li>• Playground duty - encourage children to play with the equipment or organised games</li> <li>• Office – photocopying, collating, running errands, etc.</li> <li>• Unless you have a current DBS, you must never be on your own with any child/children</li> <li>• <b>If a child tells you anything concerning/worrying, tell a member of staff immediately/complete form – available from the office and staffroom</b></li> </ul> |
| Behaviour   | <ul style="list-style-type: none"> <li>• No swearing, smoking, chewing gum on the premises or eating in lessons.</li> <li>• Do not get too familiar with the children, e.g. picking them up</li> </ul>  |
| Confidentiality   | <ul style="list-style-type: none"> <li>• Any information about children, families or others within the school should be kept confidential and not mentioned outside the school. This also applies to use of social networking sites such as Facebook.</li> </ul>  |

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| Computers and iPads            | <ul style="list-style-type: none"> <li>• Only access programmes which the children can access</li> </ul>  |
| Mobile Phones                  | <ul style="list-style-type: none"> <li>• Phones can be brought into school but must not be used when working in class or around the school.</li> <li>• Phones must be stored away safely until break times and/or leaving the premises.</li> <li>• Personal phones and cameras <b>must not</b> be used to photograph children.</li> <li>• No photographs may be taken unless instructed by the teacher and using school equipment.</li> </ul> |
| Fire and Evacuation Procedures | <ul style="list-style-type: none"> <li>• Please read and make yourself familiar with the attached plan of the school showing marked evacuation routes in the event of an emergency.</li> </ul>  |
| Health and Safety              | <ul style="list-style-type: none"> <li>• Ensure you are not left on your own with any children.</li> <li>• Avoid physical contact/touching the children.</li> <li>• Do not lift heavy objects.</li> <li>• Do not use ladders or undertake any working at height.</li> <li>• Do not touch any hazardous substances.</li> <li>• Do not give children any medication or first aid</li> </ul>   |
|                                | <p>Student:</p> <p>Date:</p> <p><b><i>'I have read and understood this guidance'</i></b></p> <p><b><i>Any breach of the above will result in remedial action and may lead to the placement being terminated</i></b></p>   |

# Staff Handbook and Code of Conduct

## ‘High Expectations for all, in the light of Christ’

### 2.8 Dress Code

#### **Female Staff**

Female staff are required to dress in a modest way.

- Smart trousers, skirt, blouse or dress - no leggings or jeans (Denim should not be worn).
- Skirts should be neither too tight nor too short – knee length is preferable.
- Blouses should not be made of a see-through material, should not be too tight and should not be low cut, nor have large slogans written across them. Tops must have sleeves.
- Midriffs should be covered.
- Clean formal shoes (no flip flops or training shoes). Smart open shoes are acceptable.
- Appropriate P.E clothing should be worn on days when your class have P.E.

#### **Male Staff**

- Smart formal trousers or chinos (no jeans) (Denim should not be worn).
- Smart formal shirt and tie (tie is optional).
- Clean formal shoes (no flip flops or training shoes).
- Appropriate P.E. clothing should be worn on days when your class have P.E.

#### **All Staff**

- With the exception of earrings, any other body piercing and tattoos should not be visible.

# Fire Exit Points

The alarm is a continuous, very loud ringing sound. When you hear the alarm, everyone must remain calm and make their way to their designated assembly point.

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|-----------|--|
| Nursery   | Leave through the fire exit door (garden side) and walk across the grass onto the main playground. Line up in your designated place.   |
| Reception | Leave through the external exit door and walk through the Reception outdoor classroom onto the main playground. Line up in your designated place.  |
| Year 1    | Leave through the external fire exit door and walk around the building onto the main playground. Line up in your designated place.   |
| Year 2    | Leave through the fire exit door and walk onto the main playground. Line up in your designated place.  |
| Year 3    | Leave through the classroom fire exit door, turn left and walk straight onto the main playground. Line up in your designated place.  |
| Year 4    | Leave through the nearest fire exit door (outside classroom, turn right). Walk across the front playground towards the church and around onto the main playground. Line up in your designated place. |
| Year 5    | Leave through the nearest fire exit door (opposite the meeting room) and walk left around the building onto the main playground. Line up in your designated place.                                   |
| Year 6    | Leave through the classroom door, turn left and walk down the office stairs. Walk around the building onto the main playground. Line up in your designated place.                                    |

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|---------------------------|---|
| Staffroom/PPA Room        | Leave through the Reception Class fire exit at the bottom of the stairs. Walk onto main playground.                               |
| Sensory/Intervention Room | Leave through the Infant Hall fire exit and walk onto the main playground.  |
| Meeting Room              | Leave through the fire exit opposite and walk around the building to the main playground.   |
| Library                   | Leave through the fire exit door, turn left and walk straight onto the main playground. Line up in your designated place.         |
| Main Office               | Leave via the fire exit opposite the office. Walk around the building onto the main playground. Line up in your designated place. |
| Dinner Hall               | Leave through the Dinner Hall fire exit and walk around to the main playground.   |

**If your designated fire exit is obstructed then go to your next nearest, safest exit.**



Middle Playground/Muster Points

### Leaving the classrooms

- All children are to walk in silence to their designated area in the playground and then wait for the register to be taken. No talking throughout this process.
- All internal fire doors to be shut in each building. To release an open fire door, tap the plunger with your foot or push the plunger backwards with your hands. It should then release.
- All external doors can be used by using your staff fob. In the event of failure then press the emergency button in the green box located by each door.
- One adult from each class should turn off the lights, shut the windows and doors in their classroom – this will make the Fire Warden aware that the room has already been checked.
- One adult from each room should bring the First Aid/medication belonging to that

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|----------------|--|
| Jane Vernon    | To call 999 on confirmation of a fire from the Fire Warden |
| Darren Kain    | Fire Warden  |
| Simon Marshall | Fire Warden  |
| Mary Dowd      | Fire Warden  |
| Suzy/Stacey    | Fire Warden  |
| Vicky Rees     | Fire Warden  |
| Carol Milgate  | Fire Warden  |
| Jasmine Thorne | Fire Warden  |
| Vicky Dobinson | Staff Attendance and Visitors                              |
| Ania Knol      | Class Registers & Green/Red Cards                          |

class.

- Fire Wardens to check the building.
- No adults to collect personal items such as bags and coats.
- All adults to remain calm – the children will look to you for reassurance

#### • Main Fire Wardens

If the fire alarm is going off in either of the buildings then a fire warden is to phone/radio over to the other building to inform staff who will set off the alarm.

Fire Wardens to check the toilets, communal areas and that classrooms have been checked (doors should be closed, showing this has been done). Fire Wardens should then make their way to the main playground, using the nearest fire exit, and report findings to the Headteacher.

### Once children are lining up in their designated area of the main playground

- Any children that were out of class on interventions or for other reasons, must be brought to their class with the adult they were working with.
- Anna Knol will give all teachers a copy of their class registers and a green and red card.
- Teachers must call the register and check they have the same number of children present.
- If all children are present, teacher to hold up the green card.
- If any children are missing, teacher to hold up the red card.
- Vicky Dobinson to check all staff/visitor members are present.

#### Administration Staff

- Take Registers, iPad for visitor/staff sign in records, mobile phone, Asbestos Register and a list of Hazardous Substances on the premises to the Assembly Point
- Distribute registers to class teachers
- Check all signed in staff and visitors are present
- When everyone is accounted for hold up GREEN CARD
- If someone is not accounted for hold up RED CARD
- Inform the Headteacher or Deputy Headteacher of any RED CARDS
- Inform that everyone in each class is accounted for
- Take Pupil Registers, Asbestos Register, list of Hazardous Substances and Visitor/Staff sign in records back to school at the end of the evacuation

#### Teachers/Support Staff

- Instruct children and adults to leave the school immediately by nearest available exit in an orderly and safe manner - you are responsible to ensure that children leave the building without running and talking - take a head count of children
- Remember to take the Class medicine box, Asthma inhalers out to Assembly point
- First Aiders to take First aid grab bags out to Assembly point
- Line up at Assembly Point
- Check registers that all children for whom you are responsible are present
- When everyone is accounted for hold up GREEN CARD
- If someone is not accounted for hold up RED CARD
- Inform the Headteacher of Deputy Headteacher of any RED CARDS

If you become aware of any potential fire safety or evacuation hazards, please inform the Headteacher immediately.