

St Ethelbert's Catholic Primary School and Nursery Work Experience Guidelines

**THIS MUST BE READ AND SIGNED ON THE FIRST DAY OF COMMENCEMENT OF
WORK EXPERIENCE**

Dress	<ul style="list-style-type: none"> • Smart but casual, (no jeans) sensible shoes – smart open shoes are acceptable. • See appendix 2
Times	<ul style="list-style-type: none"> • 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. • 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.
Breaks	<ul style="list-style-type: none"> • EYFS: at teacher's discretion. • Y1 -Y6: 10.45-11.00am • Tea/coffee break in the meeting room. • No drinks in the classroom. Return to class promptly. • 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
Work	<ul style="list-style-type: none"> • As directed by the teacher by usually includes: • Classroom – individual, e.g. hearing children read, small group work, display, maintaining and preparing resources. • Playground duty - encourage children to play with the equipment or organised games • Office – photocopying, collating, running errands, etc. • Unless you have a current DBS, you must never be on your own with any child/children • If a child tells you anything concerning/worrying, tell a member of staff immediately/complete form – available from the office and staffroom
Behaviour	<ul style="list-style-type: none"> • No swearing, smoking, chewing gum on the premises or eating in lessons. • Do not get too familiar with the children, e.g. picking them up
Confidentiality	<ul style="list-style-type: none"> • 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.
Computers and iPads	<ul style="list-style-type: none"> • Only access programmes which the children can access
Mobile Phones	<ul style="list-style-type: none"> • Phones can be brought into school but must not be used when working in class or around the school. • Phones must be stored away safely until break times and/or leaving the premises. • Personal phones and cameras must not be used to photograph children.

	<ul style="list-style-type: none"> No photographs may be taken unless instructed by the teacher and using school equipment.
Fire and Evacuation Procedures	<ul style="list-style-type: none"> Please read and make yourself familiar with the attached plan of the school showing marked evacuation routes in the event of an emergency.
Health and Safety	<ul style="list-style-type: none"> Ensure you are not left on your own with any children. Avoid physical contact/touching the children. Do not lift heavy objects. Do not use ladders or undertake any working at height. Do not touch any hazardous substances. Do not give children any medication or first aid
	<p>Student:</p> <p>Date:</p> <p><i>'I have read and understood this guidance'</i></p> <p><i>Any breach of the above will result in remedial action and may lead to the placement being terminated</i></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

- EYFS will have their own polo shirts with the school logo on and can wear black or navy loose fitting trousers/jogger style. Not leggings.
- 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.

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.
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 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.

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
Anna Knol	Class Registers & Green/Red Cards

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 or Deputy Headteacher of any RED CARDS

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