



# Brookland Infant and Nursery School



# Work Experience Policy

## **Introduction**

At Brookland Infant and Nursery School, we support people who are seeking a career in working with children. Work experience is an important part of preparing students for employment. It enables students to learn about the world of work in a real-life working environment. With this in mind Brookland Infant & Nursery School is supportive of students from other schools and colleges wishing to undertake their work experience with us.

We aim to make sure that your time spent in school is productive and enjoyable. The deployment of any person carrying out work experience, whether for one day or for a number of sessions over a longer period, must take account of the needs of children and the staff to whom they are assigned. We have a duty to ensure that the welfare of children is promoted and that they are safeguarded from harm. Pupil safeguarding is at the forefront of every decision made with regards to accepting students.

This policy sets out the practices and procedures which will be followed by appointing, managing and supervising work experience students or university students on placement. It also contains a code of conduct which all students are required to comply with, in order for us to provide a safe environment and positive educational climate for all.

## **Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- The UK General Data Protection Regulation
- Data Protection Act 2018
- 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- SEND
- And Inclusion Policy
- Health and Safety Policy
- Equal Opportunities Policy
- Whistleblowing Policy
- IT Acceptable Use Policy
- Behaviour Management Policy
- Complaints Policy

These policies and procedures will be shared by the Deputy Headteacher during an induction meeting, prior to the student starting in school. They are also available to read on the website.



## **Roles and responsibilities**

The governing body is responsible for:

- Ensuring the effectiveness of this policy by monitoring and reviewing it.
- Ensuring all work experience activities are planned properly and safely, and that these plans are communicated to young people undertaking work experience at the school.
- Ensuring DBS checks have been obtained for the members of staff responsible for supervising volunteers under the age of 16.
- If deemed necessary, ensuring DBS checks have been obtained for young people on work experience who are over 16-years-old and in regular contact with pupils.

The Headteacher/Deputy Headteacher is responsible for:

- The day-to-day implementation of this policy.
- Meeting with young people who wish to undertake work experience at the school and assessing their suitability.
- Consenting to individuals undertaking work experience.
- Ensuring individuals undertaking work experience have read and understood all relevant policies before commencing work.
- Ensuring individuals completing work experience always have access to a member of staff.

The supervising class teacher is responsible for:

- Ensuring they have taken account of their upcoming lessons and tasks before accepting responsibility for the supervision of a work experience student at the school.
- Ensuring the individual is supervised at all times.
- Providing the individual with lesson plans prior to lessons to ensure they have time to prepare.

The main contacts for the student undertaking work experience are:

- The Headteacher.
- The Deputy Headteacher
- The supervising class teacher.

## **Activities**

Activities that work experience students are engaged in might include:

- Undertaking activities directed by the class teacher e.g., supporting children in the classroom with arts and crafts activities, helping on the laptops or helping in the library.



- Hearing children read
- Working with small groups of children.
- Working alongside individual children.
- Helping in the dining room and on the playground at playtimes and lunchtimes.
- Accompanying school visits / trips.

## **Procedures**

### **Consideration stage**

Before a student is accepted to undertake work experience, the following procedures will be completed:

- Suitable documentation and references from the student education provider regarding their suitability for work experience.
- The member of staff who will be supervising the volunteer will accept this responsibility after taking into account their upcoming lessons and tasks.
- The students will meet with the Headteacher/Deputy Headteacher so that the student's suitability can be assessed. The headteacher has the power to either refuse or end a work experience placement at any time.

### **After consent has been given**

After the Headteacher has consented to the student undertaking work experience, the requisite documentation will be completed. This will include:

- A letter offering a work experience placement and outlining the dates and times this will occur.
- Appropriate risk assessments.
- An induction meeting with the Deputy Headteacher to assist the student during their placement.
- Any documentation that requires signatures will be completed e.g., Work Experience Agreement.

### **The first day**

- On the first day of their work experience, the student will sign in at the office and report to the Deputy headteacher.
- The Deputy headteacher will ensure that the student has read and understood the school's Work Experience Policy and informed the students of the other key policies that they need to be aware of e.g. Safeguarding & Child Protection, Behaviour Management, along with all parts listed on the Work Experience Agreement form.
- The student will sign the Work Experience Agreement - a declaration that they have read and understood this policy.
- The student will be given a tour of the school and then escorted to the classroom where they will be completing their work experience.



- Work experience may comprise a number of weeks or days, or could be arranged for a number of days per week for a set number of weeks.

### **Child protection and safeguarding**

The school will have regard to the DfE's statutory 'Keeping children safe in education' (KCSIE) guidance. This states that a supervised volunteer, i.e., an individual carrying out supervised work experience, does not require a barred list check, but should obtain an enhanced DBS check where they are over the age of 16.

In cases where the work experience student is over the age of 16 and is in regular contact with pupils, the school will expect to see an enhanced DBS which should be applied for through the Teacher Training establishment and NOT Brookland Infant & Nursery School.

All young people undertaking work experience at the school will be supervised at all times and made aware of the school's Child Protection policies and who the school's Designated Safeguarding Team members are.

If an individual wearing a visitor's badge is found unsupervised, the individual will be escorted to the Headteacher's office where they are to wait until one of the supervising members of staff are located.

### **Welfare and safety of pupils and those undertaking work experience**

The school aims to ensure that activities are planned properly and safely, and that young people undertaking work experience are informed of these plans.

Students will receive a one-hour lunch break and are not obliged to support teachers with planning and preparation during their break. Students are however welcome to offer support during their break times if they wish to do so.

Students are welcome to go into the playground on lunch duty so long as they are acting as a member of staff and ensuring the agreement is adhered to at all times.

We will ensure that young people completing work experience have access to a member of staff, should they wish to discuss difficulties or report on issues that may arise.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, all those undertaking work experience should:

- Sign in and out of the building at the school office.
- Wear their visitor's badge at all times.

### **Health and safety**

Young people on work experience are required to comply with the school's Health and Safety Policy. They will be made aware of emergency procedures, e.g., evacuation, and safety aspects of being involved in a particular task, e.g., while in a DT lesson.



Risk assessments will be undertaken before the student begins their period of work experience.

The student will also be asked to read the school's Health and Safety Policy to certify and comply with this document.

### **Internet use and social networking**

Young people on work experience are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails. The school's IT Acceptable Use Policy will be adhered to at all times.

Students will not use social networking sites when in school and use of these sites, outside of school will not involve communication regarding employment at the school or any activities which may bring the school into disrepute or may cause questions regarding the individual's suitability to work with pupils.

Work experience students will not attempt to contact pupils or their parents via social media or email, or make arrangements to meet outside of school.

### **Absence**

If a student completing work experience is unable to attend for any reason, they are required to inform the school by calling the school office on 0208 346 6824 before 8:00am.

If, for any reason, a work experience student is called away while working at the school, they should inform their supervising class teacher, Deputy Headteacher and sign out at the school office before leaving the premises.

### **Confidentiality**

All information on individual pupils and members of staff is confidential and the sharing of data is protected under the Data Protection Act 2018 and UK GDPR. Anyone undertaking work experience is not permitted to discuss children's or staff members' personal information with other professionals in the school. In addition, such information should never be shared with anyone outside of the school. Any individual who breaks this confidentiality rule will be asked to leave the school.

There may be instances where work experience students must pass information to the Headteacher or supervising class teacher. These include incidents where a child is bullied or when a child discloses that he or she is being harmed in any way. Young people on work experience are advised **not** to report this to the child's parents but to inform the supervising class teacher or DSL as soon as possible.

### **Equal opportunities**

As per the school's Equal Opportunities and Inclusion Policies, we do not tolerate discrimination on the grounds of age, disability, gender reassignment, marriage and civil



partnership, race, religion or belief, sex and sexual orientation in line with the Equality Act 2010.

Additionally, though not a protected characteristics under the Equality Act, the school will not allow social and financial status to be discriminated against. All work experience students are required to make a commitment to this policy and treat everyone with respect at all times.

### **Complaints Procedure**

Any complaints made by a work experience student will be referred to the Head teacher/Deputy Head teacher. If there is a concern about the conduct of a student, this will also be referred to the Head teacher/Deputy Head teacher to be looked into. There is also Complaints Procedure Policy on our school website that students are made aware of.

### **Monitoring and review**

This policy is reviewed every 3 years by the Headteacher and governing board, who will make any necessary changes and communicate these to all members of staff.

All work experience students are required to familiarise themselves with this policy before beginning a work experience placement at the school.

Policy date: May 2026

Review Date: May 2029



## Timings of the Day

Work experience students are required to work from 8.30am until 3.30am unless other arrangements have been agreed between the placement school, the secondary school/college and the student.

### **Nursery (YN)**

9.00 – 11.30      Session 1 - Lion Cubs

12.45 – 3.15      Session 2 - Tiger Cubs

### **Reception (YR)**

8.45 – 11.45      Morning session

1.00 – 3.15      Afternoon session

### **Key Stage 1 (Y1 & Y2)**

8:45	Classroom doors open
9:00	Registers are taken
10.30	Y2 Playtime
10.50	Y1 Playtime
11:45	Lunch Time - YR
12.00	Lunch Time – Y1 and Y2
1.00	Lunch Time ends – YR
1:15	Lunch Time – Y1 and Y2
3.15	School ends



## Work Experience Agreement

Welcome to Brookland Infant and Nursery School. We hope that your placement with us enables you to learn about the world of work in a real-life working environment and that you find your work experience placement with us to be productive and enjoyable.

Please remember to:

- Show respect to others at all times to all members of the staff, parents, other students, school visitors and children, and make them feel safe and valued.
- Treat all children and members of staff equally.
- Be approachable, pleasant, polite and be a positive role model for the children.
- Follow all school policies. For example: Safeguarding, Child Protection, Health and Safety, Behaviour Policy etc.
- Treat information learnt from being a work experience student in school as confidential.
- Report any incident of negative behaviour to the class teacher immediately.
- Accept and follow directions from the class teacher / Headteacher / Deputy Headteacher and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Turn your mobile phone off while you are on school premises.
- Make or receive personal phone calls in one of the school offices.
- No photographs or videos to be taken on a personal mobile phones or cameras.
- Not Share your personal contact details with pupils or make personal arrangements to meet children outside school.
- No smoking or drinking alcohol on school premises.

I understand that I am volunteering in the school as part of work experience and will therefore not receive any payment for my duties.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I have attended a meeting with the Deputy Headteacher and been informed of the procedures for the following policies and know where to access them.

Work Experience		IT Acceptable Use	
Safeguarding & Child Protection		Equal Opportunities	
Health and Safety		Whistleblowing	
Behaviour Management		Complaints	
Inclusion			

School Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR SCHOOL USE:

A copy of DBS has been provided to school (date): \_\_\_\_\_