



# Priory School

## Work Experience Policy

Version	Authorised	Approval Date	Effective Date	Review Date
1	FGB	July 2021	July 2021	July 2023
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3	FGB	July 2025	July 2025	July 2027

Signed:



Date: 14.07.25

Caroline Masih - Chair of Governors

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## Statement of Intent

At Priory School, we believe that work experience is an important learning opportunity for young people and adults undertaking training in childcare or education. Work experience at our school allows individuals to prepare for the social interaction, professional values, daily routines and general demands of a role at this school.

As well as benefitting the person who undertakes the work experience, we believe that this opportunity can also benefit pupils. Persons on work experience can bring enthusiasm, practical help and increased engagement to the classroom.

The benefits of work experience mean that the school is committed to providing opportunities for work experience within the school wherever this is possible and practical, and where this does not interfere with the quality of teaching and learning provided to our pupils.

This policy sets out the practices and procedures which will be followed when persons undertake work experience at the school. This allows our school to provide a safe environment and positive educational climate for all pupils.

The types of work experience placement we offer include:-

- PGCE students and other trainee teachers
- College students who require practical placements as part of their course
- A Level / BTEC placements for 6<sup>th</sup> form students require practical placements as part of their course
- Volunteers with specific reasons for gaining school experience such as applying for an Initial Teacher Training Programme
- Year 10 pupils who feel that in the future they may want to go into teaching or other fields of work with children.

## 1. 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
- DfE (2024) 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Equality, Equity, Diversity and Inclusion Policy
- Health and Safety Policy
- Staff Handbook
- Volunteer Policy

## 2. Safeguarding Pupils and Child Protection

- 2.1 Work experience participants will be provided with information regarding the school's safeguarding policies and will be made aware of who the DSL and DDSs are.
- 2.2 The school will have regard to the DfE's statutory 'Keeping children safe in education' 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.
- 2.3 All work experience participants are given a copy of the Volunteer Information leaflet and Safeguarding Information leaflet upon arrival. The contents will be discussed during a brief induction, prior to the work experience participant going into class.
- 2.4 The school will ensure that activities are planned properly and safely, and that work experience participants are informed of these plans. The school will ensure that work experience participants have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.
- 2.5 All work experience participants are required to be identified and located at all times. For this reason, the following process will be adhered to:
  - Work experience participants will sign in and out of the building at the school office
  - Work experience participants will wear a visitor's badge at all times. (Purple lanyard for participants under the age of 18, orange lanyard for those 18 years and over)

of age or older. For those who are 16 or 17 and require a DBS, this will be clearly marked on their visitor's badge.)

- The office manager will be made aware of where the work experience participant is working.

2.6 All work experience participants will remain alert to and, when it comes to their attention, report to the DSL any potential safeguarding concerns.

### 3. Supervision

3.1 Any person undertaking a work placement is placed with a class teacher who will assist and guide the individual at all times. Where the work experience participant is under the age of 18, it is the responsibility of the class teacher to take responsibility for the young person's health and safety.

3.2 The level of supervision and guidance provided by the class teacher will vary depending on the type of work experience placement.

3.3 Individuals are encouraged to seek further advice/guidance from the teacher in the event of any query or problem regarding to children's understanding of the task or behaviour.

3.4 Regular checks will be made by the Deputy Headteacher to ensure that the work experience participant is able to cope with the work and hours of work required.

3.5 If individuals are concerned about an issue they should voice it immediately to the class teacher.

### 4. Health and Safety

4.1 Work experience participants will be required to read the Health and Safety section of the Volunteer Information leaflet prior to undertaking any activity on behalf of the school. The full Health and Safety Policy is available on the website and from the school office.

4.2 An escorted tour of the school will be given and the emergency fire evacuation procedures will be discussed, including the locations of the nearest exits and fire assembly point.

4.3 Individuals need to exercise due care and attention and if they notice any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or the Facilities and Compliance Manager.

4.4 Mobile phones must not be used whilst in the vicinity of children.



- 4.5 Work experience participants are not permitted to take photographs in school unless permission has been granted by the Deputy Headteacher.

## 5. Absence

- 5.1 Individuals are required to inform the school office by 8:00am on the day they were due to attend if they are unable to attend at the agreed time.
- 5.2 Failure to inform the school on more than three instances may result in the individual being unable to attend the school on any further occasions.
- 5.3 If a work experience participant is called away in the event of an emergency, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

## 6. Confidentiality

- 6.1 Work experience participants will be reminded that all information with regard to individual pupils and members of staff is confidential, and that the sharing of data is protected under the Data Protection Act 2018.
- 6.2 Work experience participants will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual.
- 6.3 Any individual who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.
- 6.4 There may be instances where a work experience participant is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm.
- 6.5 Work experience participants will report any concerns to a member of staff and are instructed not to notify the parents.

## 7. Complaints Procedure

- 7.1. Any complaint made about a work experience participant will be referred directly to the Deputy Headteacher for investigation. Any complaints made by a work experience participant will be referred to the Deputy Headteacher.

- 7.2. The Headteacher or Deputy Headteacher reserve the right to take the following action:
- To speak with an individual about a breach of the Work Experience Agreement and seek reassurance that it will not happen again
  - Offer an alternative placement for an individual e.g. helping with another activity or in another class
  - Inform the individual that the school no longer wishes them to continue with the placement
- 7.3 The full complaints procedure is available from the school office.

## 8. Monitoring and Review

- 8.1 The Senior Leadership Team will review this policy on a bi-annual basis and will communicate any changes to all members of staff, existing work experience participants and relevant stakeholders.
- 8.2 All work experience participants will be required to read this policy prior to their attendance at school.
- 8.3 The next review date for this policy is July 2027.

## APPENDIX A: Work Experience Agreement

Thank you for confirming your work experience placement at Priory School (Foundation). Your attendance is greatly appreciated and we hope you will gain much from your experiences here.

Please read and sign this Work Experience Agreement sheet and hand it to the Office Manager upon starting your placement.

You will receive a copy for your records.

- I have received, read and understood the contents of the school's Work Experience Policy
- I agree to support the school's vision and values
- I agree to treat information I learn during my placement as confidential
- I understand that I am required to undergo a Disclosure Barring Service check (if 16 or over)
- I am committed to the safeguarding of children and young people

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_



## APPENDIX B: Work Experience Applicant Information Document

### Work Experience Participant / Volunteer Information

Name	
School / College / University	
Age	Under 16 / 16 - 18 / Over 18
Lanyard required	red / orange / purple
Placement dates	
Induction date / time	
Year group / class	
School based supervisor	
Other relevant information	

