

## Worlingham CEVC Primary School

# WORK EXPERIENCE STUDENT POLICY

(This policy is relevant for students who undertake work experience)

The Student will:

- ✚ Work in the classroom under the supervision of the class teacher;
- ✚ Set up resources for classroom work and clear away when necessary;
- ✚ Interact with pupils in the classroom;
- ✚ Wear appropriate clothing and shoes whilst in school.
- ✚ Wear student lanyard whilst on school site.

The Teacher will:

- ✚ Introduce the student to other members of staff who they will come into contact with during the day;
- ✚ Point out fire exits in the classroom/surrounding areas;
- ✚ Supervise the student at all times while they are in in the classroom.

The students are also given a copy of the “Volunteers’ Code of Conduct”. A copy of this is attached.

Mrs Vicky O’Brien  
Headteacher