

# Worlingham CEVC Primary School



## WORK EXPERIENCE STUDENT POLICY

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Headteacher: Mrs Holly Marchand

School No. 935 3111

Date approved:	13.02.2024
Name of Committee:	Personnel Committee
Chair of Committee signature:	Mrs Stephanie Holbrough
Date of next review:	Spring 2025

# 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 and sign in and out correctly at all times.

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”.

Headteacher

## WORLINGHAM CEVC PRIMARY SCHOOL

### **SAFEGUARDING STATEMENT TO ACCOMPANY POLICY DOCUMENTS**

Throughout this policy runs our commitment to safeguarding the well being of all our pupils at Worlingham CEVC Primary School. The values, beliefs and ethos of Worlingham Primary School are shared by all members of staff and the adherence to the guidance as stated in the school's Safeguarding Policy is of paramount importance.

The well being and safety of pupils has a positive impact on their attendance, behaviour, their own Health and Safety, learning within the school environment as well as on educational visits.

Throughout the curriculum children are taught how to manage risk and how to keep themselves safe. The children know that if they need help they can talk to a member of staff at school. Children are taught how to keep themselves safe whilst using ICT equipment and are instructed to report any inappropriate material to the member of staff leading the session.

Children who have an identified SEN which creates difficulties with communication may need additional support in expressing concerns to a member of staff. Staff will need to follow the guidance in the safeguarding policy when dealing with a disclosure, taking into account the ability of the individual.

A copy of the Safeguarding policy can be found on the school website, in the Headteacher's office and also the staff room. This policy provides comprehensive detail in identifying types of abuse and the procedures that need to be followed.

Within the Safeguarding Policy is a section on The Prevent Duty and what it means for our School.