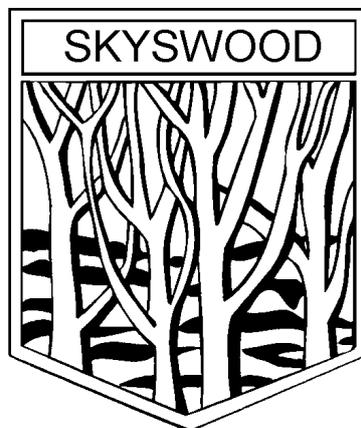


Skyswood Primary & Nursery School

Work Placement Policy



March 2020

Review Date – March 2022

Introduction

This document outlines our procedures for protecting the health and safety of students who visit the school as part of a work placement or training scheme, and sets out guidance for work placement students to ensure the safeguarding of Skyswood children whilst they undertake a work placement.

Work placement students will often be under the age of 18. The Health and Safety (Young Persons) Regulations 1997 defines a 'young person' as any person under the age of 18, and requires that a specific assessment is made of the health and safety risks that a young person may be exposed to whilst on a work placement. The obligation to undertake this assessment and act on the findings rests with Skyswood Primary & Nursery School. The school must always take account of the young person's lack of experience of workplace safety and the additional problems that may be caused by stress or fatigue.

Any personal information that is sent to the school regarding a student on work placement will be processed in line with the school's Privacy Policies (as recommended under the GDPR). The appropriate consent to hold any personal data on students will be sought before the commencement of a student placement.

Limitation of Work Undertaken

Most activities undertaken within the school will be classified as 'low risk.' There are, however, higher risk activities within the workplace such as maintenance work, catering and cleaning. These are the responsibility of the Site Manager and contractors. Under no circumstances is a work placement student permitted to undertake any of these higher risk tasks or visit unaccompanied any of the restricted access areas. These include the caretaker's room, kitchen area, roof areas or areas of building works.

Mentor Teacher's Responsibility

It is the responsibility of the Mentor Teacher or Headteacher to take immediate responsibility for the health and safety of any student on work placement. Induction and training for students at work is essential and as a minimum should cover the hazards and risks in the workplace, and the total measures put in place to protect their health and safety. Good supervision is essential, since inadequate supervisory arrangements are the most common cause of accidents involving students in the workplace. Work placement students also need to be protected against abuse and non-accidental injury. A risk assessment form will be completed for every student placement by the Mentor Teacher, Health & Safety Co-ordinator or Headteacher. A copy of this will be kept by the Mentor Teacher, a copy filed in our Risk Assessments Folder and a copy will be given to the parents, guardians or placement provider (eg school or college.)

Induction

To comply with our duties the following measures should be carried out prior to the student commencing work placement:

The work placement student should receive a copy of the school's Positive Behaviour Policy and an Induction Pack including the Child Protection Policy and this Work Placement Policy. An escorted walk of the emergency fire evacuation procedures, including the locations of the nearest exits and the assembly points should be undertaken by the Mentor Teacher, the Site Manager or the Headteacher. A Mentor Teacher should be provided for every work placement student. The mentor will assist and guide the work placement student as appropriate. Information on the accident reporting system and first aid should also be given. Checks should be made to ensure that the work placement student is able to cope with the workload given and the hours of work required.

Before a work experience placement, the Teacher Mentor should:

- plan the programme to provide opportunities to develop key skills
- ensure that all staff supporting a work placement student understand their roles and responsibilities
- complete a formal risk assessment
- provide an induction pack for the work placement student

On the first day of any work experience, the Teacher Mentor should:

- be available to meet the work placement student
- introduce the work placement student to key members of staff (Headteacher, Site Manager, school Secretary.)
- show the work placement student around the school.
- introduce the work placement student to the staff with whom he/she will be directly working.
- help the work placement student to gain confidence initially by providing "hands on" tasks.
- discuss all safety at work issues that are outlined in this policy and provide time for the work placement student to read the policy and raise any questions.

Signing In

For each day of a work placement the student should sign the Visitors Book on arrival. This is kept at Reception, by the secretary's office. They must also sign out before leaving the premises. They must also sign out and inform a member of staff if they leave the premises temporarily (eg at a lunch break). In order to leave the premises at lunch time the work placement student must have the permission of the workplace provider (eg school/college) and request permission from their Teacher Mentor or the Headteacher.

Hazardous Substances

Any hazardous substances at Skyswood are securely locked away out of the reach of children. The most common hazardous substances in schools are photocopier toners, printer chemicals and cleaning materials. Our copiers used sealed toner cartridges and the toner is non-hazardous. Changing of these cartridges is undertaken by designated staff. Untrained staff, including work placement students, are not permitted to undertake this task.

Manual Handling

Movement of heavy objects is carried out by the Site Manager and should not be undertaken by students. Work placement students will not be given tasks involving the lifting or carrying of heavy objects or furniture.

Smoking

We operate a no smoking policy within the school. Smoking is not permitted within the building or within the school grounds.

Working Hours and Rest Breaks

The working hours of a work placement student must be closely monitored and supervised. Mentor teachers should ensure that they generally work within the school core hours (8.30 a.m. to 3.30 p.m.). It is particularly important to ensure that sufficient time is allowed for students still at school and attending Skyswood Primary and Nursery School on work placement to travel home safely avoiding the hours of darkness. Work placement students may be invited to attend special events or school trips if the nature of the event enhances their work experience. However, any event outside of the core school hours must be agreed, and in the best interests of the work placement student. Any students under the age of 18 must never work between 10.00 p.m. and 6.00 a.m. Work placement students must not be left to work in isolation.

It is important to consider rest breaks. Work placement students are legally entitled to a rest break if their working time is greater than 4.5 hrs. The break must be at least 30 minutes.

Insurance

Children (under 18) on work experience are covered by the Schools Liability Insurance whilst on the premises. Insurance whilst travelling to and from the site is covered by the schools or LEA public liability and personnel injury insurance.

Employee Concerns

If at any time a work placement student is concerned about any issue, particularly those relating to their own safety, they should speak to their Mentor Teacher. If they feel that their concerns are not being addressed they should contact the agency responsible for their placement (eg their school or college).

Impairment

If a student has a physical or mental impairment the school must take account of this in order that additional and suitable measures are taken with regard to safeguarding. We recognise our duties under the Equality Act 2010 and will undertake all reasonable measures to accommodate these needs. It is the responsibility of the Mentor Teacher or the Headteacher to ascertain any measures that are required necessary to accommodate for the physical or mental impairment of the student.

Dress Code

Work placement students are required to adhere to the school dress code and must be suitably dressed. Shoes must be safe, jewellery must follow the guidelines set out by their placement provider (eg school or college). Hair styles must also conform to placement provider guidelines. Students on work placement should not wear extreme make-up, in line with the policy set out by their placement provider.

Punctuality and Attendance

Work placement students are expected to be punctual and reliable throughout their placement. If students are repeatedly late or absent without explanation then, in the first instance, the Teacher Mentor will directly address the issue with the student. If there is repetition following a discussion with the Teacher Mentor then the agency responsible for their placement (eg school or college) will be informed. The school reserve the right to terminate the work placement with immediate effect if the student fails to comply with our code for punctuality, attendance, dress or behaviour.

Behaviour

Work placement students are expected to comply with our rules and expectations for positive behaviour. They are taking on a position as a role model for younger children during their placement. Swearing, inappropriate conversations with children or refusal to co-operate with reasonable requests from a Teacher Mentor or a member of the school staff are not tolerated.

Confidentiality

All work placement students must recognise the need for confidentiality. Work placement students will be protected as far as possible from any sensitive information within the school. The individual needs of children or any other sensitive information must not be discussed by the work placement student with anyone other than the appropriate school staff.

Pupil Discipline

In the event that any Skyswood pupil demonstrates rude or unacceptable behaviour towards a work placement student, the student may politely request that the child should not behave in such a way. If the child repeats this behaviour then the work placement student should report this to the Teacher Mentor or class teacher. This will then be dealt with appropriately by the class teacher or the Teacher Mentor. Work placement students should, under no circumstances, take it upon themselves to discipline any pupil. If the work placement student is not happy with the outcome of any 'incident,' then they may choose to discuss this with the Mentor Teacher or the Work Placement Provider (eg their school/college supervisor).

Rewards and Marking

Work placement students should follow school guidelines for giving rewards, and may give out 'house points' or stickers as rewards for good work. Work placement students should not give more than two house points for any one piece of work or example of positive behaviour. Stickers should only be given out occasionally (children should not 'expect' a sticker every time they routinely complete a piece of work). Work placement students should discuss rewards with the class teacher or Teacher Mentor in order to follow the teacher's own policy. There may be children within the class on special reward incentives and sticker charts. Work placement students should be made aware of these if working with identified children. Any stickers that are given out will be provided by the school. Work placement students should not incur any personal costs for materials or resources whilst at the school.

Work placement students may write routine comments for 'good work' in the children's reading diaries. They should not write any comment that is negative. If a child has not completed a task as appropriate, or has been reluctant to co-operate, the work placement student should discuss this behaviour with the class teacher rather than write a comment in a book. Work placement students may, at the discretion of the class teacher, make positive comments in children's books if working with identified children or groups. The work placement student should, however, check with the class teacher at the start of the placement to confirm that the teacher is happy for them to make written comments. The work placement student should initial any comments that are made in children's books.

Staff Room

It is not appropriate for any student on work placement aged Year 10 or under to enter the staffroom unless given specific permission by a member of staff. They will be provided with an appropriate place to take a break and be free to use other essential facilities, such as staff toilets. Work placement students should, under no circumstances, use or enter the children's toilets. Work placement students in Year 11 or above are welcome to use the staff room and will be regarded as voluntary staff members whilst on work placement.

Break Times

Work placement students may be asked to accompany a teacher on a break duty and may supervise but should not participate in games which may result in the accidental injury of younger children (eg football, basketball). Work placement students should not use the children's apparatus, demonstrate any behaviours that are outside of our Code of Conduct for Skyswood children, or encourage any children to behave inappropriately.

Healthy Snacks

Work placement students are expected to respect the school policy for healthy snacks. Consequently, 'junk' food, sweets or fizzy drinks should not be consumed in front of the Skyswood Primary and Nursery School children.