

# Horsmonden Primary School

## *Work Placement and work experience policy*



Prepared by:

Approved on:

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Signed (*Chair of Governors*)

Date of next Review:

Providing work experience placements in school for learners from various establishments including:

- Schools
- 6<sup>th</sup> Form Colleges
- Adult Education
- Universities

Supporting people in their career choices and training is part of this schools commitment to 'Life Long Learning'. Horsmonden Primary School aims to provide the best service to students at the same time as ensuring that placements are of mutual benefit to both the school and the individual.

In accepting students we establish links with other organisations in the community and seek to develop a partnership which provides professional support to colleagues who will be working with children.

A placement for a student is an important part of their training and career development. We commit ourselves to providing the appropriate support and development opportunities for those who work with us but at the same time we expect to see a commitment and enthusiasm for the work from the student.

### **Schools/ 6<sup>th</sup> Form/ Adult Education Placements**

Judgments about suitable candidates for placements will be made on the following criteria:

- Professionalism and suitability of prospective candidates
- Learning and development needs of the children
- Experience of the class teacher
- The number of other adults working in the class
- The physical space available
- Attendance/ punctuality record/ commitment of the student

### **Before a placement is confirmed, the candidate needs to:**

- Complete an application form
  - Attend an interview with either the Head Teacher or Deputy Head Teacher
- Support preparation of Risk assesmet

### **Before the candidate starts their placement, the school needs to receive:**

- Relevant course details i.e. paperwork, projects to be completed
  - Contact details for students tutor
  - Guidelines from the course provider about the level of support expected from the school/ outcomes/ reporting paper work/ number of hours that must be completed
- Trainee Teachers

## **Universities/ Teacher Agencies**

Will make contact with the school and will provide a range of students for joint interview.

All trainee teachers will have an in school mentor with whom they will have weekly meetings.

## **All Students**

All students will be required to:

- Have a DBS in place before starting their placement. They will need to meet the school Business Manager to show relevant identification.
- Attend an induction meeting about Child Protection/ Safeguarding Procedures and Health and Safety Policy and Practice.
- Have good attendance and punctuality (*8.30am-3.45pm minimum requirement*)
- Declare if they are related to any pupils or staff within the school. We will not place students in classes where they have