



Farnborough Road Infant School. **Work Experience Policy**

“Learning, Caring and Achieving Together”

This policy sets out our commitment to:

- work experience for young people and vulnerable adults
- student placements for trainee teachers and teaching assistants

Work experience is defined by the Department for Children, Schools and Families as:

“...a placement on an employer’s premises in which a pupil or adult carries out a particular task or duty, more or less as would an employee, but with the emphasis on the learning aspects of the experience.”

Rationale

At Farnborough Road Infant School we believe it is important that young people follow their education by entering the world of work. As young people progress from primary into post-primary education this aspiration becomes increasingly associated with hard work, careful planning, careers support and the accessing of opportunities. Work experience is one way in which young people can sample the social interaction, professional values, daily routines and demands that typify a job.

We value the role of work experience in the learning and development of young people/vulnerable adults and will do all we reasonably can to support this process.

In addition to the benefits that they derive, young people on work experience also have a contribution to offer the school. Their enthusiasm and practical help can add interest to classrooms, improve the adult/child ratio and support learning in a practical manner.

It is, therefore, our policy to provide opportunities for work experience within the school whenever possible. It is important that the number of young people who are on work experience in the school does not become intrusive. Neither should work experience ever be to the detriment of our own children’s care and education.

We accept our responsibility for a duty of care, both legally and morally, for young people and adults on work experience/school based placements

Work experience/school based placements should be made equally available to all, irrespective of academic ability, race, gender, age, disability, religion and belief, ethnicity, national origin or sexual orientation.

Selection

Any agreement to provide work experience will be after consideration of the following criteria:

- the teacher is happy to accept a student
- the additional adult presence would not hinder the smooth running of the class
- the student provides suitable documentation from their secondary school, college or University.

Procedures

The young person on work experience is expected to report to the school office on the first morning, attend an induction meeting and read the school Staff or Volunteer Handbook prior to starting the placement.

All students on work experience/school based placements will be given an induction on their first day which will include Health & Safety and Safeguarding procedures.

The student will be introduced to the class teacher who will then supervise each session.

Work experience may comprise a number of weeks or days in a block or one set day each week.

The student should be available between 8:30am and 3:30pm with a break for lunch normally between 12pm and 1:15pm.

Students will be given experience in as broad a range of activities as possible.

Students are expected to adhere to the school’s policies and to dress in a manner that is appropriate for professional working in a primary school.

Learners under the age of 18 and vulnerable adults will be supervised at all times by an appropriate, competent, responsible and experienced person.

Trainee teachers and teaching assistants will have a learning mentor who is appropriately experienced and qualified to the position.

All pupils and adults based in school on a work related learning placement will be given meaningful work suitable for their age, level of experience/qualifications, ability, physical limitations and maturity.

This policy will be reviewed regularly.

Updated October 2023

Signed

Date

Headteacher.

Signed

Date

Chair of Governors.