



# Work Experience and Volunteering Policy

*Act justly, Love mercy, Walk humbly*

## Queniborough C E Primary School

	Date	Signed
<b>This Policy was reviewed</b>	May 2024	
<b>To be reviewed</b>	Feb 2025	

## Our vision statement

*With **JESUS** at our side, We **ACT**  
with a sense of right and wrong.  
We show **LOVE** by being kind to everyone.  
We **WALK** through each day with modesty in all we do.*

This policy sets out the school's commitment to work experience for young people and for volunteers looking to gain experience in a primary school. It is very much dependent upon consistent approaches to safer recruitment and the completion of an application form (appendix 2) and robust induction (appendix 1).

### **Definition**

Work experience is defined by the DfE as "...a placement on an employer's premises in which a pupil 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". Quality work experience placements make an important contribution in ensuring that students receive a balanced and coherent curriculum.

For the purposes of this policy, a young person/student is deemed any child up to and including the age of 18. For the purposes of this policy, it also refers to young adults over the age of 18 who remain vulnerable e.g. young people with Special Educational Needs.

### **Principles**

- Queniborough C.E. Primary School values the role of work experience in the learning and development of young people and will do all it reasonably can to support this process.
- Queniborough C.E. Primary School endorses the view of the DfE that the main purpose of work experience placements should be as a means of achieving learning outcomes for students.
- Queniborough C.E. Primary School accepts its responsibility for a duty of care for young people on work experience (induction of students will follow the induction checklist – Appendix 1)
- Work experience will be made equally available to all, irrespective of academic ability, race, gender, age, disability, religion and belief, ethnicity, national origin or sexual orientation.

- Students will be given an induction on the first day (see appendix 1) which will include Health & Safety.
- A competent, responsible and experienced person will supervise students at all times.
- Students will be given meaningful work suitable for their age, ability, physical limitations and maturity.
- Risk assessments will be carried out that reflect the student's lack of experience, maturity and awareness of risks associated with the task.

### **Code of Conduct at Queniborough C.E. Primary School Specific Information for Students or Volunteers**

In line with Regulation 19 of the Management of Health and Safety at Work Regulations 1999, the organisation has drawn up the following Young Person's Risk Assessment to ensure the health, safety and welfare of the student:

- Students/volunteers are required to sign in and out of the premises daily for fire risk purposes.
- Students/volunteers will be given an induction on their first day that will include Health and Safety.
- At no time will the student/helper be left alone on the premises
- Students/volunteers must remember they are working with children and ensure they have an understanding of the requirements of the Children Act
- Students/volunteers will work with the children only under the supervision of a member of staff
- Students/volunteers with sickness and diarrhoea or any contagious disease must not attend whilst ill and must not return to the placement until two full days after recovery
- No kitchen work will be carried out by the student or helper unless training is undertaken beforehand
- Students/volunteers may help with cookery demonstrations
- Students/volunteers will not be involved in dispensing medication or administering first aid
- Students/volunteers will not toilet or bathe children
- Students/volunteers will not enter pool areas unless fully supervised
- Students/volunteers may use equipment such as a photocopier or laminator after instruction
- Students/volunteers are reminded that they should not allow anybody onto the premises but notify a member of staff if someone wishes to enter
- Students may assist on educational trips/visits off site

- It is not permitted for students/volunteers to take photographs or images by any method on this placement without the permission of the supervisor
- Students/volunteers will not lift heavy weights but manual handling training will be provided for lighter weights if required
- Students/volunteers must be aware of potential slip and trip hazards around the workplace
- Students/volunteers are reminded that exposure to sunlight can be harmful and they should take all necessary precautions if working outdoors to wear sun block, screens and appropriate clothing
- The use of mobile phones and personal music equipment are not allowed during working hours without prior approval of the supervisor
- In line with current laws, smoking is not permitted on the premises or within the grounds and employers are reminded that students under the age of 18 should not be smoking on placement.
- The number of hours worked by the student should not exceed 37 hours per week (standard 7-8 hour day)
- Students/volunteers are classed as employees for insurance purposes and will be subject to Health & Safety regulations that legally require them to take proper care of themselves and others. It is also an offence to misuse or interfere with anything provided in the interests of Health & Safety
- Students/volunteers must NOT enter areas designated as off limits or use/interfere with equipment also considered as off limits

Students/volunteers may not be supervised at lunchtime and may leave the premises.

Travel arrangements to and from the placement are the responsibility of the student.

### **Equality Statement**

At Queniborough C.E. Primary School, we actively seek to encourage equity and equality through our teaching. As such, we seek to advance the equality of opportunity between people who share any of the following characteristic:

- gender;
- age;
- marriage/civil partnership;
- ethnicity;
- disability;
- religion or belief;

- sexual orientation;  gender reassignment;  pregnancy or maternity.

The use of stereotypes under any of the above headings will always be challenged.

### **Inclusion**

Our school is an inclusive school. We aim to make all pupils feel included in all our activities. We try to make all our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly based curriculum. We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities with all other pupils.

### Appendix 1

#### **Queniborough C.E. Primary School: Work Experience/Volunteer Induction Checklist**

<b>Things to do before the work experience</b>	<b>School Response</b>
<input type="checkbox"/> Is everyone aware of the student coming?	
<input type="checkbox"/> Has paper planning of the placement been done?	
<input type="checkbox"/> Is adequate supervision arranged?	

<input type="checkbox"/> Who will be responsible in the absence of the planned supervisor?	
<input type="checkbox"/> Are all planned tasks suitable for the student?	
<input type="checkbox"/> Are there any health risks associated with the work?	
<input type="checkbox"/> Are there any special needs of the student that you need to be aware of?	
<input type="checkbox"/> Are there any medical needs that we need to be aware of, e.g. asthma or disabilities?	
<input type="checkbox"/> Who will meet the teacher who monitors the visit?	
<input type="checkbox"/> Is there an emergency / school number available?	

<b>To be completed at the start of the work experience</b>	
<b>General</b>	<b>School Response</b>
<input type="checkbox"/> School background and role of student	
<input type="checkbox"/> Induction to key staff (safety / first aid)	
<input type="checkbox"/> Tour of premises / fire escape	
<input type="checkbox"/> Start / finish / break times	
<input type="checkbox"/> Rest rooms / refreshment facilities	
<input type="checkbox"/> Notice board in staff room	
<input type="checkbox"/> Appropriate dress (no jeans, flat comfortable, clean, shoes, plain t-shirts or blouses etc)	
<b>Health &amp; Safety</b>	
<input type="checkbox"/> Induction to Health & Safety Policy	
<input type="checkbox"/> Risk Assessments	

<input type="checkbox"/> Safety Literature	
<input type="checkbox"/> Prohibited areas	
<input type="checkbox"/> Safe working systems	
<input type="checkbox"/> House keeping / tidiness	
<input type="checkbox"/> Manual Handling / tidiness	
<input type="checkbox"/> Dangerous substances	
<input type="checkbox"/> Hygiene	
<input type="checkbox"/> Smoking	
<input type="checkbox"/> First Aid facilities	
<input type="checkbox"/> Accident procedures	
<input type="checkbox"/> Emergency procedures	
<input type="checkbox"/> Confidentiality	
<input type="checkbox"/> <b>Child Protection Policy</b>	

**Signed**

Head teacher \_\_\_\_\_ Student \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_

**Name**

Head teacher \_\_\_\_\_ Student \_\_\_\_\_

## Appendix 2 - **WORK EXPERIENCE / VOLUNTEER APPLICATION FORM**

Queniborough C.E. Primary School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment.

### **Applicant's Personal Details**

Surname:	
First Names:	
Title:	Mr / Mrs / Miss / Ms / other
Maiden name or previous names:	
Address:	
Email address:	
Home phone number:	
Mobile phone number:	

### **Why are you applying for a placement at the school?**

Please complete the relevant sections below: continue on an additional sheet if needed.

Please provide details of the placement you require:
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Please provide details of any relevant courses being undertaken
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Please explain what you want to achieve from your placement, including how this could benefit the children in our school
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**Placement Requirements**

Please specify the kind of placement you require (e.g. Year Group and/or particular curriculum area)	
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Please specify the length of placement / number of hours	
Please give details of preferred dates / days/ times of placement	

**Further Personal Information:**

We would not normally provide placements in a class in which you have a relation. Please provide details of any relations at our school.	
Do you have any disabilities / other needs we need to take into account when you are in our school?	

**Safeguarding Vulnerable Groups Act 2009**

Do you have a DBS certificate?	Yes / No
Certificate No:	
Date:	Issued by:
Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes / No
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	

## References

Please provide two references. Please let your referees know that we may contact them

	Reference 1	Reference 2
Name		
Address		
Tel No.		
Capacity in which they know you		

## Declaration

I declare that the information given on this application form is true and correct.	
Sign:	
Print Name:	
Date:	