



**Hall Orchard**

C of E Primary School

Growing together, flourishing for life

# Work Experience and Extended Work Placements Policy



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## 1. Purpose and Scope

Work experience and extended work placements can play a valuable role in helping young people understand the world of work and consider careers in education and related professions. Hall Orchard Barrow CE Primary School welcomes suitable students from secondary schools, colleges, and training providers, provided that pupil safety and welfare remain paramount at all times.

This policy applies to all work experience students and extended placement students working within the school.

## 2. Safeguarding and Child Protection

Safeguarding children is the school's highest priority. All arrangements for work experience placements will be made in line with:

- Keeping Children Safe in Education (KCSIE) (current statutory guidance)
- The school's Safeguarding and Child Protection Policy
- Safer recruitment principles

Work experience students are not employees of the school and must never be given unsupervised responsibility for pupils.

## 3. Pre-Placement Requirements

It is the responsibility of the placing school, college, or provider to ensure that:

- The suitability of the student for a primary school environment has been assessed
- Relevant information is shared with Hall Orchard CE Primary School prior to the placement, including any support needs or concerns
- Parental consent has been obtained where required

The school reserves the right to refuse or terminate a placement if safeguarding concerns arise.

## 4. DBS and Vetting

- Work experience students under the age of 16 are not eligible for DBS checks and must be supervised at all times.
- Students aged 16–17 will normally not require a DBS check but must never be left alone with pupils.
- Students aged 18 or over may be required to hold an enhanced DBS check with barred list information, depending on the nature and duration of the placement.

All work experience students will be supervised in accordance with safeguarding guidance and school risk assessments.

## 5. Induction and Briefing

Before beginning their placement, students will receive a briefing covering:

- Safeguarding and child protection (including reporting concerns)
- Behaviour management expectations
- Professional boundaries and code of conduct
- Confidentiality and data protection (GDPR)
- Health and safety arrangements
- Fire and emergency evacuation procedures
- First aid procedures
- Appropriate use of mobile phones and technology
- Dress code

Students must confirm that they understand and agree to follow these requirements.

## 6. Supervision and Mentoring

- Each student will be assigned a named mentor who will be their main point of contact
- Students will work under the direct supervision of teaching or support staff at all times
- Students must never be left alone with pupils or work out of sight of a member of staff

## 7. Confidentiality and Professional Conduct

Students must:

- Treat all information about pupils, staff, and the school as strictly confidential
- Not discuss pupils or staff outside of the school setting
- Follow the school's code of conduct at all times

Any breach of confidentiality may result in the immediate termination of the placement.

## 8. Attendance and Signing In

- Students must sign in and out daily using the electronic system at the main entrance
- This includes signing out when leaving the premises during the day
- In the event of lateness or absence, students must contact the school office as early as possible

Attendance records will not be signed retrospectively.

## 9. Hours of Attendance

Normal placement hours are **8.30am–3:15pm**, unless alternative arrangements have been agreed in advance with the school and the placing institution.

Students are entitled to a **one-hour lunch break** and are not expected to undertake duties during this time.

## 10. Permitted Activities

Where appropriate, students may:

- Observe teaching and learning
- Support classroom activities under supervision
- Assist with preparation of resources
- Gain an understanding of how teachers and support staff organise their day

Students may be encouraged to share relevant skills or interests where this enhances pupils' learning and is agreed by the supervising teacher.

## 11. Prohibited Activities

Students must not:

- Be left alone or unsupervised with pupils
- Administer first aid unless directly asked to assist by a qualified member of staff
- Physically handle pupils (including lifting or seating pupils on their lap)
- Take photographs of pupils using personal devices
- Use inappropriate language or behaviour
- Access school systems or pupil data without permission

Photographs of pupils may only be taken with the explicit permission of the supervising teacher and using school equipment in line with the school's photography policy.

## 12. Health and Safety

All work experience students are required to:

- Follow the school's health and safety procedures
- Take reasonable care of their own safety and that of others
- Report any concerns, accidents, or near misses immediately to a member of staff

## 13. Equality and Inclusion

All applications for work experience placements will be given equal consideration in line with the school's Equality Policy. Reasonable adjustments will be considered where appropriate.

## **14. Concerns, Complaints, and Termination of Placement**

Any concerns regarding a student's conduct, attendance, or suitability should be reported immediately to the Headteacher or Designated Safeguarding Lead.

The school reserves the right to end a placement at any time if it is deemed necessary to safeguard pupils or staff.

## **15. Review**

This policy will be reviewed regularly to ensure compliance with current legislation and statutory guidance.

**Adopted:** February 2026

**Next Review:** September 2026