



## HAYESWOOD FIRST SCHOOL

### POLICY FOR STUDENTS ON WORK EXPERIENCE PLACEMENTS

All students arriving for a work experience placement at Hayeswood First will be briefed by the Deputy Headteacher prior to the first morning of the placement. This policy sets out the key messages which the school seeks to convey to such students.

#### 1. Contact Information

Each student must complete in writing a simple contact form setting out:

- The name address and telephone contact number of their tutor;
- Their parent or guardian name, address and contact telephone number;
- Any medical information, particularly any condition which will or may require treatment during placement, such as diabetes or epilepsy.

Copies of these forms are kept by the Deputy Headteacher, who will notify the Principal First Aider of any medical condition requiring treatment during the placement. At the end of the placement these forms are returned to the student.

#### 2. Daily Work Hours and Routines.

All placement students are required to be in school between the hours of 8.45 am and 3.30 pm. They should use the signing in / out book at the school office to record their daily arrival and departure times.

School pupils on placement should remain in school during the lunch hour, unless written consent is given by an authorised tutor or parent to do otherwise, e.g. for a medical appointment or to go home for lunch.

At **break time**, students should take their break in the library or another room as directed by the member of staff in question. Students may be invited to go into the playground with the children, based on the class teacher / Deputy Headteacher's appraisal of their suitability in this less structured environment. Any student in the playground is expected to conduct themselves in a manner directly comparable to adult staff members at all times. At no time do they engage with pupils in physical play of any kind.

At **lunch time**, students should eat their lunch in the library or another room as directed by the member of staff in question. Students should not, as a rule, eat lunch with the children. The staffroom is out of bounds to students on work experience placements. Students should also be made aware that the school operates a completely non smoking policy over the entire site.

During the rest of the school day, students are expected to work in class under the direct supervision of the class teacher. At no time should any student be left unsupervised with a group of pupils.

The class teacher must make it clear to the student that they should conduct themselves as would any member of staff. In their dealings with children they should at all times be professional and use appropriate language for a school environment. In particular, students should be made aware that becoming over-familiar with pupils will compromise their position as a student in training.

Students should not establish or seek to establish social contact with pupils to secure or strengthen a friendship. This includes giving any personal details to a pupil such as a home/mobile phone number, home or email address, or requesting such information from pupils.

Any concerns that staff have about student contact with pupils should be raised with the Deputy Head or Headteacher.

### 3. Health And Safety

Students are made aware of the key issues through a handout given to them at the commencement of their placement. They are also given access to a copy of the school's full health and safety policy to which they can refer during the placement. Class teachers will draw attention to any sections of the policy which are particularly relevant, e.g. educational visits, handling food, etc.

Any student compromising health and safety policy must be notified immediately and given full opportunity to rectify the situation. Class teachers must report any continued concerns to the Deputy Headteacher or Headteacher as soon as possible.

### 4. Dress Code.

This is smart-casual and practical, never over-fashionable. All adults in school have a duty to set a good example to the pupils, and should at all times be well groomed and smart.

- Jewellery should be kept to an absolute minimum, and again should be practical otherwise it compromises health and safety. Body piercings are not considered appropriate in school.
- Clothing should be smart-casual: this means no jeans, no T-shirts, no trainers, no tracksuits (except for PE and games where appropriate). Low cut, strapless, see through or cropped tops are not suitable for female students. For males, there should be no shorts and no sleeveless shirts or vests, but proper socks, not trainer liners, should always be worn. A shirt with collar and tie should be encouraged, but open neck shirts (with only the top button undone) are acceptable in the summer months.

- Students should remember to dress appropriately for outdoor working, and should have a coat or jacket, with scarf, hat and gloves in the winter. They should bring a sun-hat for outdoor work in warm summer weather.

#### 5. Personal Possessions and Valuables.

Students should be discouraged from bringing any valuable items into school which are not absolutely necessary. Personal possessions remain the responsibility of the student and can be stored in classrooms at the student's own risk. The school cannot be liable for loss of, or damage to, these items.

#### 6. Student Welfare

We want all students to enjoy their placements at Hayeswood First, as well as gaining real insight into the job of teaching. It is the role of the class teacher to monitor the welfare of the student allocated to them, and to address any specific issues which may arise from day to day. In the unlikely event that difficulties cannot be resolved in this way, the student can approach the Deputy Headteacher or Head, either directly or via their contact tutor at the training establishment. The school will co-operate fully with the training establishment in the best interests of students and school pupils alike.

#### 7. Monitoring and Assessment

The school understands that different training establishments employ different means of monitoring and assessing their students in placements. We will co-operate as fully as possible with each establishment to ensure that feedback is given directly to the student and to the establishment either orally or on paper as required. We will endeavour to make time available for class teachers to feedback directly to tutors when this is sought.

In the event that a student placed with us is presenting some concern we will communicate this to the training establishment in question at the earliest opportunity. In the most serious circumstances, the school reserves the right to terminate placements should the student place him/herself or others at immediate serious risk.

**This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.**

# HAYESWOOD FIRST SCHOOL

## STUDENT GUIDELINES: HEALTH AND SAFETY

We welcome students on work experience placements into our school. We ask that at all times you act responsibly, with due care and attention to your own health and safety and the health and safety of others. Children will regard you as a member of staff whilst you are here, and you need to ensure that you act accordingly at all times.

### Key Health And Safety Points

#### 1. Emergency evacuation in the case of FIRE or other alert.

The alarm consists of the continuous sounding of an electric bell throughout the building. On hearing this, if working in the classroom, follow the class teacher's instructions and vacate the building in a quiet and orderly manner, using the exits indicated. Ensure that you, and those around you, walk, and remain calm.

Remain with the class to which you are assigned, and line up with them in the area next to the Memorial Hall fence. Assist the class teacher in ensuring the children do not talk, by setting a good example.

If you are elsewhere on the site, with or without children, please take the most direct route to the fire assembly point by the Memorial Hall fence, and rejoin your class and class teacher there. NEVER run or shout, walk and remain calm at all times.

#### 2. Safety in the Classroom.

Every effort is made by all staff to ensure the safety of all children and adults at Hayeswood First School. In the classroom, equipment and resources are carefully chosen so that they are suitable and non-hazardous.

However, if at any time you become aware of a hazardous situation, for example children using equipment in an unsafe way, resulting in risk to themselves and others, please try to stop the hazard immediately, and in any case report the matter immediately to the class teacher.

#### 3. Playground Safety

Students take their morning and lunchtime breaks at the same time as the children, so students are not as a rule expected to be in the playground with the children. However, if you are involved with any playground observations or activities please note the following points:

- Children are expected to use the playground facilities sensibly;
- They should use equipment in a safe and controlled manner;
- They should not climb or stand on any playground furniture;

- They should not play in a way that involved prolonged or harmful physical contact with other children, e.g. pushing, pulling, kicking, punching etc.
- They should not play in restricted areas, e.g. toilets, corridors, enclosed spaces;
- They should never lift each other off the ground.

We therefore ask all students never to encourage pupils to compromise safety by contravening any of the above expectations.

#### 4. Moving around the School.

All persons on the premises should walk at all times. Restricted storage space in the cloakrooms can lead to personal items falling off of coat pegs: please be vigilant and replace any fallen items which you might find. Class groups should move in an orderly fashion down the corridor, and should be supervised by staff closely. You can assist in this process.

#### 5. Student Facilities.

Toilet facilities for men and women can be found adjacent to the hall and ICT suite. Children's toilet facilities are out of bounds to all students.

The library is available for students to take morning and lunchtime breaks. Students are also welcome to eat their packed lunches in this room. Please note that the school premises are totally non smoking. Access to the staffroom is restricted to staff only.

Please be aware you will be responsible for your belongings in school. Therefore, do avoid bringing to school any valuable items that are not completely necessary.

Students on work placement from schools should remain on the premises at lunchtime unless written consent from a parent or authorised tutor is given to do otherwise. In the event of illness, please inform the school and your training establishment immediately if you are unable to attend your placement.

#### 6. Accident Procedures

If a child has an accident and is able to walk they must be escorted to the Medical Room where first aid will be given. In other instances seek immediate help from an adult nearby.

If you have an accident, first aid is available at all times from the principal first aider. In the event of a serious accident, or serious medical condition, appropriate medical help will be sought, and your training establishment and family contact will be notified as soon as possible.

This is why, before your placement commences, it is essential that we have your completed Student Contact Form.

Thank You!

## STUDENT CONTACT FORM

Name of student \_\_\_\_\_ Date of birth \_\_\_\_\_

Name of training establishment \_\_\_\_\_

Address of training establishment \_\_\_\_\_

\_\_\_\_\_

Name of contact tutor \_\_\_\_\_

Telephone number \_\_\_\_\_

Parent / guardian's name \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

Telephone number \_\_\_\_\_

In the box below please give details of any specific medical conditions:

I have received:

- A copy of the school prospectus;
- Guidelines on student health and safety
- Summary of safeguarding advice

Signed \_\_\_\_\_ Date \_\_\_\_\_