Work Experience Policy

Signed by:

Mrs N Hall	Headteacher	Date:	June 2026
Mr D Hall	Chair of governors	Date:	June 2026

Next review: June 2028

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Activities
4. Procedures
5. Internet use and social networking
6. Child protection and safeguarding
7. Welfare and safety of pupils and those undertaking work experience
8. Health and safety
9. Absence

Appendices

Appendix 1 – Volunteer Code of Conduct

Statement of intent

At Mulbarton Primary School, we believe that work experience is an important learning opportunity for young people. Work experience at our school allows individuals to prepare for the social interaction, professional values, daily routines and general demands of a role at this school.

As well as benefitting the volunteer who undertakes the work experience, we believe that this opportunity can also benefit pupils. Young people on work experience can bring enthusiasm, practical help and increased engagement to the classroom.

The benefits of work experience mean that the school is committed to providing opportunities for work experience within the school wherever this is possible and practical, and where this does not interfere with the quality of teaching and learning provided to our pupils.

This policy sets out the practices and procedures which will be followed when young people undertake work experience at the school. This allows our school to provide a safe environment and positive educational climate for all pupils.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- The UK General Data Protection Regulation
- Data Protection Act 2018
- DfE 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Social Media Policy
- Equality, Equity, Diversity and Inclusion Policy
- Health and Safety Policy
- Staff Handbook
- Volunteer Policy

2. Roles and responsibilities

The governing board is responsible for:

- Ensuring all work experience activities are planned properly and safely, and that these plans are communicated to young people undertaking work experience at the school.
- Ensuring DBS checks have been obtained for the members of staff responsible for supervising volunteers under the age of 16.
- If deemed necessary, ensuring DBS checks have been obtained for young people on work experience who are over 16-years-old and in regular contact with pupils.

The Senior Leadership Team (SLT) is responsible for:

- The day-to-day implementation of this policy.
- Consenting to individuals undertaking work experience.
- Ensuring individuals undertaking work experience have read and understood all relevant policies before commencing work.

- Ensuring individuals completing work experience always have access to a member of staff.

The main contacts for the volunteer undertaking work experience are:

- Members of the office staff team.
- The teacher they are working with

3. Activities

Young people undertaking work experience may be engaged in the following activities:

- School visits
- Activities during lessons
- Assisting practically during events in the school
- Working with individual children
- Preparing resources for the classroom

4. Procedures

Consideration stage

Before a volunteer is accepted to undertake work experience, the following procedures will be completed:

The volunteer will write a letter of application.

The volunteer will provide suitable documentation and references from their education provider regarding their suitability for work experience.

The member of staff who will be supervising the volunteer will accept this responsibility.

The volunteer will meet with a member of the SLT who will supervise their work experience so that the volunteer's suitability can be assessed. The headteacher may either refuse or end a volunteer's work experience at any time.

After consent has been given

After the headteacher has consented to the volunteer undertaking work experience, the requisite documentation will be completed. This will include:

- A letter offering a work experience placement and outlining the dates and times this will occur.
- Appropriate risk assessments.
- Written information to assist the volunteer during their placement, i.e. a school map, timetable, a copy of the school's Visitor Policy.
- The visitor's badge the individual will be expected to wear.

The first day

On the first day of their work experience, the volunteer will sign in at the office and report to a member of SLT.

A copy of the school's Safeguarding Leaflet and the Volunteer code of conduct will be given to all volunteers. There will be an opportunity to talk through the information to ensure the volunteer fully understands school procedures.

The volunteer will sign a declaration that they have read and understood the information given.

Where volunteers are over 16, they will be escorted to the classroom where they will be completing their work experience.

The volunteer will also be escorted by the supervising member of staff when moving around the school, e.g. between classes and during breaks.

Young people on work experience will be given experience in as broad a range of activities as possible.

5. Internet use and social networking

Young people on work experience are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails.

Volunteers will not be permitted to use their phones on the school site. Phones must be switched off and stored securely; not on their persons.

Care and attention will be taken while using social networking. Use of these sites will not involve communication regarding employment at the school or any activities which may bring the school into disrepute or may cause questions regarding the individual's suitability to work with pupils.

Work experience volunteers will not attempt to contact pupils or their parents via social media or email, or make arrangements to meet outside of school.

6. Child protection and safeguarding

The school will have regard to the DfE's statutory 'Keeping children safe in education' (KCSIE) guidance. This states that a supervised volunteer, i.e. an individual carrying out supervised work experience, does not require a barred list check, but should obtain an enhanced DBS check where they are over the age of 16.

Where required, an enhanced DBS check, including children's barred list information, will be obtained for staff who supervise any volunteers under the age of 16. Consideration will be given to the nature of the supervision and the frequency of the activity being supervised to determine whether checks are necessary, i.e. more than 3 days in a 30-day period. This includes whether the supervisor is themselves likely to be unsupervised.

All young people undertaking work experience at the school will be supervised at all times and made aware of the Safeguarding for Visitors leaflet and who the school's DSL is.

The supervision will be undertaken by somebody is who is permitted to undertake regulated activity relating to children. The supervision will be regular and day to day, and focus on the protection of children.

If an individual over the age of 16 is wearing a visitor's badge is found unsupervised, the individual will be escorted to the main office, where they are to wait until the supervising member of staff is located.

Enhanced DBS checks will not be requested for staff who are providing supervision for young people on work experience aged 16 to 17.

In cases where the volunteer is over the age of 16 and is in regular contact with pupils, the school will consider whether an enhanced DBS check should be requested.

A safeguarding risk assessment will be produced, where necessary, and subsequently recorded. This will include:

- The nature of the work with pupils, especially if it will constitute regulated activity.
- The level of supervision required.
- What the school knows about the volunteer, including formal or informal information offered by staff and the volunteer's parents.

- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.
- Whether the volunteer's role is not considered regulated activity, but is eligible for a DBS check, and if it is, the level of the check.

7. Welfare and safety of pupils and those undertaking work experience

The school aims to ensure that activities are planned properly and safely, and that young people undertaking work experience are informed of these plans.

We will ensure that young people completing work experience have access to a member of staff, should they wish to discuss difficulties or report on issues that may arise.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, all those undertaking work experience should:

- Sign in and out of the building at the school office.
- Wear their visitor's badge at all times.

8. Health and safety

Young people on work experience are required to comply with the school's Health and Safety Policy. They will be made aware of emergency procedures, e.g. evacuation, and safety aspects of being involved in a particular task, e.g. during a practical DT lesson.

Risk assessments will be undertaken before the volunteer begins their period of work experience.

9. Absence

If a volunteer completing work experience is unable to attend for any reason, they are required to inform the school by calling the school office on 01508 570326 by 8.30am.

If, for any reason, a work experience volunteer is called away while working at the school, they should inform a member of SLT and the school office before leaving the premises.

10. Confidentiality

All information on individual pupils and members of staff is confidential and the sharing of data is protected under the Data Protection Act 2018 and UK GDPR. Anyone undertaking work

experience is not permitted to discuss children's or staff members' personal information with other professionals in the school. In addition, such information should never be shared with anyone outside of the school. Any individual who breaks this confidentiality rule may be asked to leave the school.

There may be instances where work experience volunteers must pass information to the headteacher or supervising member of staff. These include incidents where a child is bullied or when a child discloses that he or she is being harmed in any way. Young people on work experience are advised not to report this to the child's parents but to instead inform the supervising member of staff or DSL as soon as possible.

11. Equal opportunities

As per the school's Equality, Equity, Inclusion and Diversity Policy, we do not tolerate discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation in line with the Equality Act 2010.

Additionally, though not a protected characteristics under the Equality Act, the school will not allow social and financial status to be discriminated against. All work experience volunteers are required to make a commitment to this policy and treat everyone with respect at all times.

12. Monitoring and review

This policy is reviewed every two years by the headteacher, who will make any necessary changes and communicate these to all members of staff.

All volunteers are required to familiarise themselves with this policy before beginning a work experience placement at the school.

The next scheduled review date for this policy is June 2028

Work Experience Volunteer Code of Conduct

All those completing work experience are expected to maintain high standards of behaviour and conduct while involved in activities at the school. You should:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other members of the school and make them feel valued.
- Be approachable, pleasant and a positive role model for pupils.
- Adhere to all school policies.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all pupils and members of staff equally.
- Report any incident of behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes professional, healthy and safe working practices.
- Accept and follow directions from the class teacher providing supervision, as well as any other staff members at the school, and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising class teacher any potential hazards in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the school.
- Conduct work in a co-operative manner.
- Ensure your mobile phones is turned off, stored in a safe place and is not on your person while work experience tasks are performed and during class time.

You should never:

- Tell a pupil off. As a volunteer, you are not expected to sanction pupils. If there are any problems, tell the class teacher straight away and they will deal with the situation.
- Shout, hit, threaten or manhandle a pupil.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' relationships with pupils.

- Work with pupils when you are not in the proper physical or emotional state to do so, for example, under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Behave in an illegal, improper or unsafe manner, for example, smoking or drinking alcohol.
- Share your personal contact details with pupils or make personal arrangements to meet children outside school.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Present for work under the influence of drugs or alcohol, including hangovers.
- Give or receive gifts, other than 'token' gifts of no appreciable economic value.

Declaration

I declare that I have received, read and understand the terms and conditions of this code of conduct.

I understand my obligations under this code of conduct and agree to comply fully with them whilst I am undertaking work experience at Mulbarton Primary School.

Signed: _____

Date: _____