



**Greenfield**  
Primary School

**Greenfield Pre-School  
WORK EXPERIENCE POLICY**

# **Greenfield Pre-School**

## **WORK EXPERIENCE POLICY**

This document mirrors the policy for Greenfield Primary School but had been adapted for the pre-school environment.

Work experience is an important part of preparing students for employment. It enables students to learn about the world of work in a real life working environment. With this in mind Greenfield Pre-School is supportive of students from other schools and colleges wishing to undertake their work experience at Greenfield.

### **Information Prior to acceptance**

It is the responsibility of the Head teacher to ensure the school receives adequate information on prospective work experience students prior to them being accepted as suitable candidates to work with our children. Pupil safeguarding must be at the forefront of every decision made with regards to accepting students.

### **Work Experience agreement**

Students will be expected to sign the work experience agreement (Appendix A).

### **First Day Induction**

It is the responsibility of the Head teacher to ensure that any student invited into the school environment is given proper basic training / briefing on the following subjects for their own safety and that of school children and staff:

1. Behaviour Management
2. Safeguarding
3. Code of Conduct
4. Confidentiality
5. Dress Code
6. Fire / Emergency Evacuation Procedure
7. First Aid procedures
8. Health and Safety
9. Use of mobile phones

The induction process (Appendix B) will follow:

- General housekeeping and provision of policy and guidance documents – Office Manager
- Safeguarding induction – Designated Safeguarding lead
- Fire training and Health and Safety – Office Manager

## **Supervision**

The student will work with the Lead teacher and they will be responsible for the supervision of the student. Other qualified staff will also support the Lead teacher and supervise the student. It is important that the teacher ensures that the student keeps within the guidelines that the school will give them. The student will be given a timetable of activities as required.

## **Confidentiality**

During time spent at Greenfield students will be advised that all conversations and any documentation they may have access to is strictly confidential and should be treated as such.

## **Signing in**

Students must sign in and out each day on arrival and departure and if they leave the premises at other times, for example, lunchtime.

## **What students should do while on work experience**

As far as possible students will undertake real tasks to give an idea of the work carried out by pre-school staff. They will be offered a basic understanding of how staff their day to meet the needs of the Early Learning goals and the EYFS Framework. Students should be encouraged to display any particular skills they may have to enhance children's' learning in the group they are working with wherever appropriate.

## **What the Lead teacher should do**

The Lead teacher will take responsibility for overseeing all tasks that any work experience student undertakes with children by ensuring students are;

- never placed in a situation whereby their own safety or that of children may be comprised
- never left to work alone with children out of the vision of another member of staff
- given clear explanation of the duties expected of them
- encouraged to take an active part in a variety of learning activities
- given direction and advice to enable them to perform to the best of their ability
- offered opportunity to incorporate any specific talents they may have into lessons
- monitored with a view to offering feedback to their school work experience co-ordinator during an on-site visit

## **Student Restrictions**

While on work experience there are limitations to the type of work that students can experience whilst on their work experience with the school.

Students must;

- never put themselves in a position where they are left alone unsupervised with children
- not use any language deemed unacceptable for our children

- ensure their clothing is suitable for the school environment
- not take mobile phones or electronic devices into teaching areas

**Liability:**

Greenfield's public liability insurance policy covers those conducting voluntary work.

**Equal Opportunities**

All students wishing to carry out their work experience within Greenfield will be given equal consideration in line with our Equal Opportunities policy.

**Financial Implications**

Students on work experience do so voluntarily and therefore are not entitled to any payment for services.

**Complaints / Concerns**

Any complaints or concerns regarding students during their time in the school should be immediately addressed to the Head teacher who will then make contact with the student's work experience co-ordinator.

**APPENDIX A**

**GREENFIELD PRE-SCHOOL**  
**WORK EXPERIENCE AGREEMENT**

<b>Student name:</b>	
<b>D.O.B</b>	
<b>Address:</b>	
<b>Tel no:</b>	
<b>Next of kin:</b>	
<b>Contact no:</b>	
<b>Medical conditions:</b>	
<b>Medication taken:</b>	

<b>Start date:</b>	
<b>End date:</b>	
<b>Hours:</b>	

<b>School/College:</b>	
<b>Address:</b>	
<b>School/College contact name:</b>	
<b>School/College contact number:</b>	
<b>School/College Visit:</b>	

## **Placement description**

You will be based in the pre-school, working with school staff to support children with their learning activities inside and outside. You will work with staff to make sure children enjoy learning in a safe and caring setting.

This may include:

- getting areas ready for learning and play
- reading to children read or telling them stories
- helping children with learning activities
- helping children who need extra support
- helping children at meal and snack times
- clearing away materials and equipment after activities
- helping with outdoor activities

At no time will you be left on the premises alone and will be supervised at all times.

## **Responsibilities during the placement**

### **Behaviour**

You will be expected to be courteous and respectful to staff and children during your placement.

### **Confidentiality**

You must not, at any time whether during or after the placement, disclose to a third party, any confidential information you obtain during your placement which is not available to the public. Students should not discuss information regarding any member of staff or child outside of this placement. This includes the use of social media sites to comment about the placement or staff and children at Greenfield Pre-School.

### **Mobile phones and portable devices**

- For reasons of safety and security and in line with our safeguarding policy, students should not use their mobile phone. They must be stored in the office during working hours on school premises or when on outings. Mobile phones must not be taken into or used in any teaching area in the pre-school or within toilet or changing areas.
- Work Experience students will be advised of the school's policy as part of their induction procedures and will sign their Work Experience Agreement.

Access to laptops and iPads will be under the supervision of the lead teacher and subject to the school's e-Safety and Authorised Acceptable use policies.

Students must not enter areas designated as off limits or interfere with equipment also considered off limits as identified by the school during the induction process.

## **Clothing**

Clothing should be sensible, smart casual with no jeans, high heels, minimal jewellery, no dangly earrings.

## **Hours of work**

8.45 am to 4pm (or otherwise agreed with the college).

You will be expected to arrive no later than 8.40am ready to start at 8.45am. The lunch hour takes place from 11.45pm – 12.30pm and a break will be provided during snack time in the morning. If you are unable to attend on any day, for example through illness, you should ring the office on 0116 2773584 option 2 before 8.30am.

The number of hours worked by the student will not exceed 35 per week. Students are to remain on the premises throughout the working day.

## **Transport and Lunch**

You will be responsible for making your own arrangements for transport and lunch.

## **Health and Safety**

You must: -

- take reasonable care to avoid injury to yourself or to others
- report any accident or injury immediately to the lead teacher to be recorded in the school accident records
- advise the school of any medical condition and medication you take for this condition (this information will be treated in the strictest confidence)

You must not: -

- interfere with, or misuse any clothing or equipment provided to protect your Health and Safety.

Greenfield Pre-School will take reasonable care of your Health and Safety under this agreement. A Young Persons Risk Assessment will be undertaken, identifying measures to be taken to control or eliminate any identified risks.

## **Documents**

You will be provided with the following documents\*:

Safeguarding policy  
Employee Code of Conduct  
Staff guide  
Behaviour Policy

*\*This list is not exhaustive and may be updated to reflect changes to policies.*

Any student found to be breaching this agreement or associated policies may be asked to leave the school.

Signed.....

Student.....

Signed.....

Lead teacher.....

Date.....



**APPENDIX B**

**INDUCTION CHECKLIST FOR WORK EXPERIENCE/PLACEMENT STUDENTS**

<b>Item</b>	<b>Date</b>	<b>Staff initials</b>
DSL - Safeguarding procedures		
Documents and policies		
Fire drills and procedures, tour of school		
Where to store personal belongings		
Location of toilets		
Mobile phones		
Absence reporting procedure		
Signing in and signing out procedure		
First aid procedures		
Introduction to staff and room leader		

Version	Date	Comment
V2	Date created: 25/4/2022 Review date: April 2025	A Gordon