



## Newcroft Primary Academy

# Work Experience & Volunteering Policy *2018-2021*

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Adopted by Symphony Learning Trust on	Autumn 2018
Next Review Due	Autumn 2021



**Newcroft Primary Academy**

**Work Experience & Volunteering Policy**

**Aims and Vision**



This policy sets out the school's commitment to work experience for young people

**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 to be 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

- Newcroft Primary Academy 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.
- Newcroft Primary Academy 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.
- Newcroft Primary Academy 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.
- Students will be supervised at all times by a competent, responsible and experienced person.
- 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 Newcroft Primary Academy 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 Persons 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 lunch time and may leave the premises. Travel arrangements to and from the placement are the responsibility of the student.

### ***Equality Statement***

At Newcroft Primary Academy, 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;
- 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. We acknowledge the need for high expectations and suitable targets for all children.



Appendix 1

**Symphony Learning Trust - STAFF INDUCTION CHECKLIST**

Name of School .....

Name of Employee.....Post.....

Line Manager.....Start Date.....

<b>1.0 General Induction</b> (most covered in Staff Handbook)	1.1	Tour of School	
	1.2	Toilet facilities	
	1.3	General Fire/Emergency procedures	
	1.4	Food/drink facilities/break times	
	1.5	Conduct and dress code	
	1.6	Non-smoking site	
	1.7	Car parking	
	1.8	Security of personal belongings	
	1.9	Communication/messages (text/email) Social Media	
	1.10	The School Day (times)	
	1.11	Term dates	
	1.12	Management structure	
	1.13	Staff roles	
	1.14	Absence procedure	
	1.15	Prospectus/Handbook	
	1.16	Security	
	1.17	Pensions	
	1.18	Health and Safety / DSE (if applicable)	
	1.19	Attendance	
<b>2.0 Role Specific</b>	2.1	Written job description	
	2.2	Staff structure, your team	
<b>3.0 Staff Training</b>	3.1	Performance Management Procedure (if applicable)	
	3.2	Training and development	



<b>4.0 Policies and</b>	4.1	Accessing Policies – Website and Server	
	4.2	Keeping Children Safe in Education Part 1	
	4.3	Safeguarding Policy	
	4.4	Behaviour Policy	
	4.5	ICT Acceptable Use – Staff	
	4.6	Marking and Presentation	
	4.7	Social Media Policy	
	4.8	Whistleblowing	
	4.9	Staff Code of Conduct	
	5.0	Confidentiality	
	5.1	Probation (if applicable)	
	5.2	Teaching and Learning Policy	
	5.3	Health & Safety Policy	
<b>5.0 General</b>			
<b>Premises Staff</b>	A1	Equipment storage	
	A2	Cleaning procedures	
	A3	Site activities (day, evening, holiday)	
	A4	Visitors and contractors on site	

Date ..... Signature of Inductee .....

Signature of Employee .....



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

**VOLUNTEER APPLICATION FORM**

Newcroft Primary Academy 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:	

**Tell us about your skills and interests:**

Your availability (please tick as appropriate)

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Totally flexible		

Please provide details of any volunteering experience or any previous employment you have:

Are you applying for or studying for a course at present? If so please provide details.





Are there any particular skills/ languages you would be able to offer?

**Further Personal Information:**

Do you have children who attend Newcroft Primary Academy? If so what are their names & classes?

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.	

**Reference**

Please provide the name and contact details of a person who can provide you with a reference:

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:	