

ATTAIN ACADEMY PARTNERSHIP



Work Placement Policy

For

Bocking Primary School



June 2025

Contents

1. Rationale	3
2. Definition.....	3
3. Health and Safety	3
5. Limitation of Work Undertaken	5
6. Roles and Responsibilities.....	5
6.1 Work Placement Coordinator	5
6.2 Mentor Teacher	6
6.3 Work Placement Individuals	6
7. Induction	6
8. Smoking.....	6
9. Working Hours.....	7
10. Absence.....	7
11. Confidentiality	7
12. Internet Use and Social Networking	7
13. Equal Opportunities	8
14. Volunteers Code of conduct	8
15. Insurance.....	8
16. Linked Policies and Documents.....	8
17. Monitoring and review	9
Appendix 1: Volunteer's Code of Conduct	10

Document Reference	Number: DVPSS052	Version: 2025-1
Policy Approved and Minuted	By: Local Governing Body	Date: 10/07/2025
Date of Next Review	June 2028	

1. Rationale

- 1.1 Bocking Primary School (herein referred to as the academy) believes that work experience is an important learning experience for young people. Work experience at our academy allows individuals to experience the social interaction, professional values, daily routines and general demands that typify a role in an academy.
- 1.2 The academy believes that work experience not only benefits the young person who undertakes the work experience but also our pupils. Young people on work experience can bring enthusiasm, practical help and increased engagement to the classroom.
- 1.3 The benefits of work experience to both the young person and our academy mean that Bocking Primary School is committed to providing opportunities for work experience within the academy wherever this is possible and practicable, and where this does not interfere with the quality of teaching and learning provided to our own pupils.
- 1.4 This policy sets out the practices and procedures which will be followed when young people undertake work experience at the academy. This allows the academy to provide a safe environment and positive educational climate for pupils

2. Definition

- 2.1 A young person is someone under the age of 18 years. The Health and Safety (Young Persons) Regulations 1997, requires that a specific assessment is made of the health and safety **risks that the young person may be exposed to whilst at work**. The academy is legally required to take particular account of the young person's lack of experience of workplace safety and the additional problems that may be caused by stress, strain or fatigue. Appropriate allowances must be made.

3. 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 General Data Protection Regulations 2018
- The Data Protection Act 2018
- DfE 'Keeping children safe in education'

4. Health and Safety

- 4.1 The academy, as a placement provider, is responsible for the health and safety of the student during their placement and will be managing any significant risks. Under Health and Safety laws, work experience student are considered our employees.

- 4.2 Risks assessments must be undertaken before the young person begins their period of work experience.
- 4.3 Young people on work experience are required to comply with the academy's Health and Safety Policy. They should be made aware of the emergency procedures (e.g. evacuations) and safety aspects of being involved in a particular task.

4.4 Reporting Accidents during Work Experience

All accidents involving work experience students should be recorded following normal academy reporting procedures. The academy has a responsibility to report all accidents to students that are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 to the HSE.

The academy must notify the parent/guardian of any incident/accident involving a work experience student and the student's school/college, who will investigate and report it to the council's Health & Safety team following their incident reporting procedure.

5. Safeguarding Children and Child Protection

5.1 Enhanced Disclosure and Barring Checks

- 5.1.1 All volunteers are required to complete a self-declaration form (SD2) and a volunteer's registration form. Volunteers working in Early Years are also required to complete a Disqualification Declaration Form.
- 5.1.2 In line with the DfE statutory guidance 'Safeguarding children and safer recruitment' supervised volunteers do not require a barred list check but young persons over the age of 16 will need to produce an enhanced Disclosure and Barring Service (DBS) check if the placement is longer than 10 days. Pre-16 students are not legally required to undergo a DBS check/disclosure.

5.2 Safeguarding Responsibilities

- 5.2.1 The academy should take account of the young person's social and physical welfare during the placement and the HSE has produced guidance to assist with identifying any specific factors that need to be considered (see [HSE guidance](#)). Under the Management of Health and Safety at Work Regulations, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:
- lack of experience
 - being unaware of existing or potential risks and/or
 - lack of maturity
- 5.2.2 All young people undertaking work experience at the academy must be supervised at all times and made aware of our child protection policies and the academy's designated safeguarding leads.

5.2.3 All work experience volunteers are briefed on the academy's child protection and safeguarding policies during their initial meeting. Following these policies is a condition of their placement.

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

- Sign in and out of the building at reception
- Wear the visitors badge at all times

6. Limitation of Work Undertaken

6.1 Young people will be given experience in as broad a range of activities as possible. The majority of our work at the academy can be classified as low risk. The academy does, however, undertake some higher risk activities such as maintenance work. Within the academy's buildings certain higher risks are undertaken by the site manager, cleaning and catering contractors. Under no circumstances is a young person permitted to undertake any of these higher risk tasks or visit unaccompanied to the academy kitchen and boiler rooms.

7. Roles and Responsibilities

7.1 Headteacher

The Headteacher will

- Ensure the effectiveness of this policy by monitoring and reviewing it
- Ensure all work experience activities are planned properly and safely, and that these plans are communicated to young people undertaking work experience at the academy.
- Ensure DBS checks have been obtained for the members of staff responsible for supervising volunteers 16 and under.
- If deemed necessary, ensure DBS checks have been obtained for young people on work experience who are over 16-years-old and in regular contact with pupils.

7.2 Work Placement Coordinator

The work placement coordinator will

- offer or decline work experience placements to a young person after an initial meeting to assess their suitability. Offer is subject to suitable documentation/references
- Hold induction meeting with the young person to be shown around the academy and briefed on professional conduct, and discuss health & safety and safeguarding policies (See section 8 below)
- Ensure the young person has read and understood all relevant policies before commencing
- Monitor the progress of the training plan and responding positively to any issues that arise.

- Brief the mentor teacher regarding any specific needs of the young person.
- Ensure the young person receive clear instructions from the mentor teacher regarding their role in the classroom.

7.3 Mentor Teacher

Work placements can only be provided if a teacher is able to act as a mentor teacher for the entire time of the placement. It is the responsibility of the mentor teacher to take responsibility for the young person's health and safety. Regular checks should be made to ensure that the young person is able to cope with the hours of work required.

If at any time the young person is concerned about any issue they should feel free to voice that immediately to their mentor teacher.

7.4 Work Placement Individuals

Individuals will

- conduct themselves in a professional manner and maintain a professional, fair relationship with the children
- arrive punctually and neatly presented
- carry out duties as directed by the mentor teacher or work placement coordinator
- follow the example set by the mentor teacher and act as a role model for the children
- read and follow current health & safety, safeguarding and child protection policies

8. Induction

8.1 All work experience candidates will receive an induction and a copy of the volunteers handbook. This will provide volunteers with appropriate information on academy policies, procedures, online safety, ICT acceptable use, health & safety and safeguarding information. Volunteers must sign to say they have read and understood the information provided.

8.2 Induction will ensure that the individuals are clear about emergency procedures (e.g. fire alarm evacuation) and about any other safety aspects associated with a particular task (e.g. accompanying children on visits, using DT equipment). During their induction individuals should also be informed of the work activities involved and of any prohibited activities / areas in the work place.

8.3 Individuals will be made aware of the academy's Designated Safeguarding Lead (DSL)/Deputy Designated Safeguarding Leads on the first day of placement.

9. Smoking

9.1 The academy operates a no smoking policy on its premises both inside and outside of the buildings.

10. Working Hours

- 10.1 Mentor teachers should ensure that all work experience candidates work within the academy core hours of 8.45 to 15.30 hrs. (Unless attending extra-curricular activities agreed prior to commencing the placement).
- 10.2 It is particularly important to ensure that sufficient time is allowed for children still at academy and attending our academy as part of a work experience placement to travel home safely avoiding the hours of darkness.
- 10.3 Young persons must not be left to work in isolation.

11. Absence

- 10.1 If a young person completing work experience is unable to attend for any reason, they are required to inform the academy by calling the office on 01376 324 959 before 8.00 a.m.
- 10.2 If a young person on work experience is called away while working at the academy, they should inform their mentor / class teacher, the office and sign out before leaving the premises.

12. Confidentiality

- 12.1 All information on individual pupils and members of staff is confidential and the sharing of personal data is protected under the Data Protection Act 2018. Anyone undertaking work experience is not permitted to discuss children's or staff members' personal information with other professionals in the academy and information should never be shared with anyone outside of the academy. Any individual who breaks this confidentiality rule will be asked to leave the academy.
- 12.2 It is important however that work experience volunteers share any concerns over child protection with the class teacher or Head of School immediately and not with the parent of the child or any other person outside of the academy.

13. Internet Use and Social Networking

- 13.1 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. The academy's online safety policy and staff acceptable use policy should be complied with at all times.
- 13.2 Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding employment at the academy or any activities which may bring the academy into disrepute and/or may cause questions regarding the individual's suitability to work with children.

- 13.3 Work experience volunteers must not attempt to contact pupils via social media or email, or make arrangements to meet outside of the academy.

14. Equal Opportunities

- 14.1 In accordance with the academy's equality policy, work experience placements will be made equally available to all, irrespective of academic ability, race, gender, age, disability, religion and belief, ethnicity, or sexuality.
- 14.2 The academy complies with the Equality Act 2010 and does not tolerate discrimination on any grounds.
- 14.3 All work experience volunteers are required to make a commitment to the academy's equality policy and treat everyone with respect at all times
- 14.4 If the young person has disabilities the academy will undertake all reasonable measures to accommodate these needs. It is the responsibility of the mentor teacher and Head of School / assistant headteacher to ascertain any additional measures required to accommodate these needs.

15. Volunteers Code of conduct

- 15.1 All those completing work experience are expected to maintain high standards of behaviour and conduct while involved in activities at the academy.
- 15.2 Persons on work experience are expected to adhere to the volunteer's code of conduct outlined in appendix 1 when working in the academy or when working on behalf of the academy outside of the academy.

16. Insurance

- 15.1 Children on work experience are covered by the academy's liability insurance whilst on the premises and whilst travelling to and from the site.

17. Linked Policies and Documents

- Child Protection Policy
- Complaints Policy
- Confidentiality Policy
- Data Protection Policy
- Equality Policy
- Equal Opportunity Policy
- Health, Safety & Welfare Policy
- Induction policy
- Online Safety Policy
- Safeguarding Policy
- Staff Acceptable Use Policy
- Visitor Management Policy
- Volunteers Policy
- Volunteers and Student handbook

- Whistleblowing Policy
- HSE Young People at work experience <http://www.hse.gov.uk/pubns/indg364.pdf>
-

18. Monitoring and review

- 18.1 The day-to-day monitoring of this policy is the responsibility of the Head of School.
- 18.2 This policy will be reviewed by the every two years, or earlier if considered necessary.

19. Document Version Control

Version	Date Issued	Author	Update Information
2022-1	March 2022	K Ellwood	Original Issue
2025-1	June 2025	K Ellwood	No procedural changes. Minor amendments to correct typos and clarify the following: <ul style="list-style-type: none"> • Legal framework (section 3) • Health & safety responsibilities for work placement individuals and reporting of accidents (section 4, 4.4) • Safeguarding responsibilities (section 5.2) • Headteacher's responsibilities (section 7.1) Induction responsibilities (section 8)

Appendix 1: Volunteer's Code of Conduct

Volunteer's Code of Conduct for Bocking Primary School

Bocking Primary School highly values parents and others who volunteer to help out with academy activities. We hope to encourage your support, contributions and assistance. Many academy activities would be at risk if it wasn't for your generous offer of help and so many of our pupils benefit greatly from it.

It is our duty to ensure that whilst you are engaged in voluntary activities for the academy that we care for you and ensure your safety. We will provide you with the necessary information for each of their planned events. The academy office or teacher involved will provide you with the information required for all academy activities. We also of course, have a duty of care to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from harm.

We have a responsibility to ensure that all adults working for the academy are suitable people to work with children. Adults working with children **MUST** complete a self-declaration form (SD2) and Volunteers registration form. An enhanced criminal record check through the Disclosure and Barring Service is required if you are helping with regulated activities, such as swimming.

To assist the academy in providing a safe environment and a positive educational climate, volunteers are asked to comply with the Code of Conduct for Volunteers. This code of conduct has been formulated to clarify the type of conduct that is expected of volunteers when participating in activities in or on behalf of the academy (including academy trips, residential visits and out of academy activities).

You should

- Observe similar standards of behaviour and ethical conduct to that required of staff. For example, you are expected
 - to act within the law
 - be honest and fair,
 - not to volunteer if under the influence of alcohol or drugs
 - not to volunteer under the influence of medication, which may cause drowsiness
 - to respect other people (including pupils) and make them feel valued,
 - to provide a good example and a positive role model to the children
 - to exemplify British values
 - to wear appropriate/professional clothing for a children's working environment
 - to work to the best standard of your ability
 - not to behave in a way that could lead a reasonable observer to question your conduct.
 - be approachable and pleasant
- Appreciate that teachers have a special duty of care for pupils that cannot be delegated or transferred to others. Appreciate also that the Head of School is the spokesperson for the academy.

- Sign in at the academy office (Inventry™) and display your visitors badge clearly whilst on site.
- Accept and follow the directions and instructions from the Head of School or teacher and seek guidance through clarification where you may be uncertain of tasks or requirements. You will need to familiarise yourself with the academy's policies and guidelines on particular issues.
- Adhere to the academy's policies and guidelines, in particular the PREVENT Duty and the Child Protection, Safeguarding, Behaviour, photography, Online Safety, ICT Acceptable Use Policy, and Health and Safety policies. (Available on the website)
- Observe confidentiality in respect of all information gained through your participation as a volunteer. Do not discuss with parents or other people in the community any information you may become privy to in the course of working in the academy. All information held by schools should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, volunteers should not discuss nor disclose personal information about pupils, staff or pupils' parents/carers to others.
- Treat all children and members of staff equally, with dignity and respect. Appreciate that all children have rights and aspirations.
- Observe safe work practices which avoid unnecessary risks, apply reasonable instructions given by teachers and report to the teaching staff and the academy administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to the teacher, including bad behaviour, incidents, injury or property damage.
- Report any concerns that they may have regarding child safeguarding or child protection, to the designated supervisor or a member of the designated safeguarding team
- Report any difficulties you experience or any unacceptable behaviour of another adult to the Head of School.
- Avoid waste or extravagance and make proper use of the resources of the academy.
- Conduct your work in a co-operative manner.
- Turn your mobile phone off or switch to silent while you are on academy premises.

You should never:

- Tell a child off. As a volunteer, you are not expected to discipline a child. If there are any problems, tell the class teacher immediately and they will deal with the situation.
- Shout, hit or manhandle a child.
- Take photographs in the academy without prior permission of the Head of School. This applies also when assisting on off site visits.
- Develop 'personal' or sexual relationships with pupils
- Work with children 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, volunteer under the influence of drugs or alcohol, smoke on academy premises.

- Share your personal contact details with pupils or make personal arrangements to meet children outside the academy. This includes all social media, e.g. Facebook and Instagram.
- 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 academy into disrepute when representing the academy.
- Give or receive gifts, unless arranged through the academy, for example, outgrown sports kit, football boots or uniform. These would be given to the academy, for the academy to distribute accordingly.