

## Work Experience Policy and Procedure



Policy Statement: This policy will outline how work experience students will be supported during their time at the preschool.

Work experience provides a number of benefits for the pupil. It can help with their development and also help them choose their vocation for later life. For pupils to get the most out of this experience it is essential that school and the employer work together to ensure the pupils' safety and wellbeing.

Whiteley Preschool happily accepts and supports work experience students from schools and further education. A work experience induction is in place and helps to support the student. It will be undertaken either during a pre-employment interview or on a students' first day before they begin work (in this circumstance the student will have been previously contacted to inform them of the appropriate dress code).

### **Responsibility of the pupil**

During the pre-employment interview or on the students first day (before they start), an induction will be completed. This will explain what the expectations are of the students' behaviour while on placement, what to do if they are ill and who to contact if they have a concern. It also covers items such as appropriate clothing and abiding by policies and procedures. The preschool works closely with educational settings to support them with their Health and safety and risk assessment checks. The preschool has adequate Insurance and will share this information with the educational setting. The students will be informed they will be given, where possible, the most accurate experience of working which may come with certain freedoms they do not normally have (such as going to the toilet at any time they like, popping to the shop for lunch – although they must sign in and out and have permission from the school / parent). With this freedom they must demonstrate responsibility and accurate time keeping.

### **Safeguarding**

Whiteley preschool appreciate that students on work experience under the age of 18 (under the age of 19 years old for children with additional needs) are classed as children under the Childcare Act 1989 and the UN Conventions on the Rights of the Child. Young people will be protected from abuse, maltreatment and from harm to their health and development. They will be in safe environment and supported to have the best outcomes. This will be achieved via our other policies and procedures. The whistleblowing policy, safeguarding policy and staffing code of conduct will stop maltreatment towards students. Students will be provided a mentor who can closely work with them, providing support and a watchful eye. The mentor will ensure the student is not placed under undue pressure or placed in a difficult situation such as managing conflict. The manager or mentor will check regularly with the student that they are happy with their work load and their work environment. Daily check sheets and the settings risk assessments will ensure a safe working environment. The student will complete a pre-employment interview where they will be asked what they would like to gain from the experience. All staff and parents are made aware a student will be on site.

### **Disclosure and Barring checks**

Whiteley Preschool does not require students on short work experience placements (of up to 4 weeks) to have a DBS. The students will never be left alone with the children and students will never be counted in ratio. Students over the age of 18 years old who are on long term placement can be counted in legal ratio if they have a DBS and have undergone a full induction to the setting. However, no student will be left alone

with the children at any time. All Students will be mentored by a qualified member of staff who hold a valid DBS.

### **Evaluation and follow up**

Work experience will be evaluated in order to identify what learning was gained and best practice for the future. The student will be asked to complete a questionnaire at the end of their placement which will be sent to them via email. This will help to ensure future students have a positive experience.

Date policy adopted: 09<sup>th</sup> July 2019

Signed..... Chairperson