



# Hampton Primary Partnership

## Work Experience and Student Placements Policy

Version	Date	Review Date	Comments
1	Dec 25	Dec 26	New policy created.

## Introduction and Purpose

Hampton Primary Partnership (HPP) welcomes year 10 work experience students, Duke of Edinburgh volunteers who are considering careers in education, and students from colleges who require placements as part of their course. This policy sets out our approach to hosting work experience students to ensure:

- A valuable learning experience for the student
- The safety and wellbeing of our pupils
- Compliance with safeguarding requirements
- Clear expectations for all parties involved

## Scope

This policy applies to:

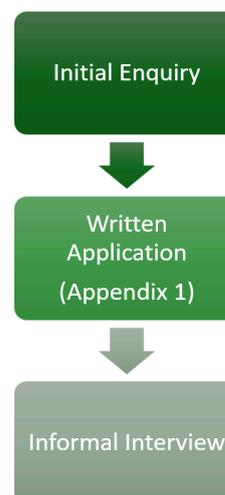
- Students from local secondary schools in Year 10 undertaking work experience placements at our schools
- Students (usually adults) who are required to complete a placement in a school or early years setting as part of their course
- Staff supervising work experience students and student placements
- Parents and carers of our pupils

## 1. Application and Selection Process

### 1.1 Application

After making an initial enquiry, students wishing to undertake work experience or a student placement at HPP should:

- Submit a written application set out in '**Appendix 1**' as to why they wish to undertake their placement at HPP
- Attend a 1:1 informal interview with the 'Head of School' regarding their application and their expectations from the placement.



## **1.2 Selection Criteria**

HPP will consider:

- The student's motivation for working with young children and future aspirations
- Their maturity and understanding
- Their communication skills
- Whether we can provide a meaningful placement at the requested time

## **2. Roles and Responsibilities**

### **2.1 The School will:**

- Provide a safe and supportive learning environment
- Assign a staff mentor to supervise and support the student
- Conduct appropriate safeguarding checks
- Complete a risk assessment- see appendix 3
- Share the weekly timetable
- Give clear guidance on expectations and boundaries

### **2.2 The work experience or student placement will:**

- Attend punctually and for the agreed hours
- Dress appropriately and professionally
- Follow all school policies and procedures
- Maintain confidentiality about pupils, staff, and school matters
- Act professionally at all times
- Engage positively with pupils and staff
- Complete any tasks or reflection activities requested

### **2.3 If Relevant The Student's Parents/Carers will:**

- Ensure the student understands the expectations
- Provide emergency contact details
- Inform us of any relevant medical or additional needs

### **2.4 The Student's School will:**

- Confirm the student's placement with HPP
- Ensure all documents regarding insurance and risk assessments are completed
- Visit HPP during the placement to meet with the students.

## **3. Safeguarding Requirements**

Before working with the children, work experience and student placements will attend a safeguarding induction delivered by the Designated Safeguarding Lead.

They will also ensure that they have read, understood and signed the 'Code of Conduct' set out in **Appendix 2** before they start their work experience placement.

Students who are not yet 18 will not be asked to get a DBS. Students older than 18 will need to pay for a DBS application, to be completed by HPP. The current cost for this is £49.50.

## **4. Supervision**

HPP are responsible for the health, safety and welfare of work experience and student placements.

All work experience and student placements will be:

- Supervised at all times by a member of staff
- Not left alone with pupils
- Given clear guidance on appropriate behaviour and boundaries
- Briefed on our safeguarding and child protection procedures

## **5. Induction**

All work experience and student placements must complete an induction covering:

- Our safeguarding and child protection policy (including the identity of the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads)
- Our behaviour policy
- The placement code of conduct - set out in **Appendix 2**
- Confidentiality expectations
- Health and safety procedures, including fire evacuation and safer inside - Appendix ?
- Expectations regarding mobile phone and social media use

## **6. Placement Structure**

### **6.1 Duration**

- Work experience placements will be no more than 2 weeks but could be a few hours a week.
- Adult student placements are generally longer as they have to complete a certain number of hours

### **6.2 Activities**

Work experience and student placements may be involved in:

- Observing lessons and teaching approaches
- Supporting small groups or individual pupils under supervision
- Preparing classroom resources and displays
- Assisting with break and lunchtime supervision (under staff supervision)
- Participating in assemblies and school events
- Administrative tasks as appropriate

Work experience and student placements will NOT:

- Be left alone with pupils
- Take responsibility for pupils' safety
- Administer medication
- Deal with behaviour incidents independently
- Have access to confidential information

### **6.3 Feedback and Evaluation**

We will:

- Provide daily informal feedback to the student
- Provide written feedback for the student's school/college

## **7. Health and Safety**

We will:

- Ensure the student is aware of fire evacuation procedures and safer inside policy
- Provide information about first aid arrangements
- Brief the student on any specific risks in the school environment
- Ensure the student knows who to contact in an emergency

## **8. Concerns and Complaints**

If concerns arise about a placement student's conduct or suitability, we will:

- Discuss concerns with the student immediately
- Contact the student's school/college
- Contact parents/carers if the student is under 18
- Terminate the placement if necessary

If a student has concerns, they should speak to their assigned mentor or Head of School.

## **9. Data Protection**

We will process personal information about work experience students in accordance with our data protection policy and GDPR requirements. Information will be kept confidential and only shared where necessary.

# Appendix 1

## Application Form for Work Experience at HPP

Question	Answer
Why do you want to complete your work experience placement at HPP?	
What are your future career aspirations?	
What knowledge and skills are you hoping to learn from the placement?	

## Appendix 2

### **Placement - Code of Conduct**

In order that the placement is successful, we have found it useful to share the expectations whilst in school.

It is important that you understand that confidentiality is important and you should not share information with those outside the school. To ensure the safety of our pupils, we ask all placements to read the policy on [Safeguarding and Child Protection](#) which is available on the school's website.

1. You should arrive by 8.15am and before leaving at the end of the day, you should help the adults set up for the next day. You should be able to leave before 4pm. If for any reason you are going to be late, please notify the school office.
2. Your mobile phone should be on silent, turned off and placed in a bag and kept in the school office. You are able to check it at lunchtime when you are away from the children.
3. If you do not have a DBS, you won't be alone with any child, this is in line with safeguarding practice.
4. Please wear practical clothes for working with small children but jeans are not allowed. Flip flops/crocs and backless shoes are also not permitted.
5. You will need to provide lunch each day which you can keep in the staffroom fridge (please note we are a nut aware school as some pupils and members of staff have severe nut allergies). Please check with the teacher you are working with where you may eat your lunch if you are staying in school. You may not eat in the staffroom but may go in to refresh your water bottle.
6. If you have medication that you need to carry at all times (epipen, inhaler) or any allergies please let us know ahead of your placement.
7. You must sign in each morning using the digital sign in system and wear a purple lanyard whilst in school. Once signed in, please report to the allocated classroom/class teacher. If you go out for lunch please sign out and sign back in on your return. You will need to return back to class for 12.30pm for Nursery and Reception, 1:00pm for Year 1/3/4 and 1:15pm for Year 2/5/6.

I confirm my agreement to the above (please sign and print your name) .

Signed .....

Date .....

## Appendix 3

### Risk Assessment

Hazard/Risk	Who Might Be Harmed	Current Controls	Risk Rating (L/M/H)	Additional Actions Required
Student left unsupervised with pupils	Pupils, Student	All students supervised at all times; clear supervision rota	L	Ensure mentor briefed on supervision requirements
Inappropriate behaviour or boundaries	Pupils, Student	Induction on code of conduct; staff supervision; clear guidelines	L	Monitor student behaviour; provide feedback
Student unaware of safeguarding procedures	Pupils	Safeguarding induction; copy of Part 1 of KCSIE provided	L	Ensure student knows DSL identity and how to report concerns
Lack of understanding of pupil needs	Pupils with SEND, Student	Briefing on specific pupil needs; supervision by experienced staff	M	Provide information on pupils with specific needs in classes student will support
Student injury during placement	Student	H&S induction; first aid procedures explained; appropriate activities	L	Ensure student aware of emergency procedures
Breach of confidentiality	Pupils, Families, Staff	Confidentiality briefing; clear expectations; social media policy explained	M	Remind student regularly about confidentiality

Fire or emergency evacuation	All	Fire procedure explained; student knows assembly point	L	Include in induction checklist
Challenging pupil behaviour	Student, Pupils	Student observes behaviour management; not left to deal with incidents alone	M	Brief student on behaviour policy; ensure staff nearby
Student's own vulnerability or wellbeing	Student	Regular check-ins with mentor; supportive environment	M	Daily informal feedback sessions; open door policy
Inadequate DBS check for age/role	Pupils	Appropriate checks completed before placement starts	L	Verify DBS certificate received and checked