



Safeguarding

Threemilestone School is committed to safeguarding and promoting the welfare of all children. We expect all our team members to share this commitment.

Work Experience Policy

Students who are interested in completing their Secondary school work experience at Threemilestone School contact the school and their details are forwarded to Lexi Lobb.

Lexi Lobb coordinates which students will be placed in which classrooms and organises this with teachers at the school and then contacts the student directly to inform them.

Students forward their work experience paperwork to Lexi Lobb who completes it, attaching a copy of the Young Person's Risk Assessment and returns it to them.

Students are welcome to visit Threemilestone School to discuss their work experience with Lexi Lobb and she will answer queries about appropriate dress (smart casual, no denim) and times for arrival (8.15am) and departure (3.30pm).

Threemilestone School receives "work experience paperwork" from the appropriate secondary school, prior to the placement period which Lexi Lobb completes and returns. Threemilestone School has completed the appropriate work experience risk assessments, and a copy of this is sent to the students for the secondary school's records.

Prior to the work experience, Lexi Lobb speaks to all teachers involved in having a work experience student and gives them the name of their student.

We arrange that the students will use Lexi Lobb's classroom for breaks. The students may leave the premises during lunchtime and they sign a form to say that they are responsible for their conduct when off the premises and that their parents know they have left the premises.

On arrival, all students are given the student and volunteer leaflet, explaining about conduct, health and safety and child protection / safeguarding procedures. They sign to say that they have received it and also complete the

attached form, with contact details. These forms are held centrally in the office.

Work experience students are not invited to go out on the playground during lunch break, but are permitted to accompany the member of staff who is on morning break duty, if the member of staff is happy. Work experience students do not have their breaks in the staffroom, but are welcome to use Mrs Lobb's classroom as their recreation space.

Students will work under the supervision of their class teacher. They will be asked to do a variety of tasks – many of them of an administrative nature. They will not be asked to do any teaching, but they may support children with their learning. No Student is to be left alone with an individual child or group of children.

During the period of work experience, all students should be visited by a tutor from their school and the tutor will be offered the opportunity to talk with the "supervising teacher" and also the work experience student, either together or separately, in order that feedback can be given. "Supervising teachers" will complete either a verbal or written report, as requested about the student's work experience.

Should there be any concerns about a student; the school that they attend will be contacted as soon as concerns are manifest. Where appropriate, the concerns will be discussed with the student first.

_____ Dated _____
Author

_____ Dated _____
Headteacher

_____ Dated _____
Chair of Governing Body

_____ Dated _____
Chair of Pupils and Curriculum Committee

Ratified at Full Governing Body Meeting: 19 November 2015

Date of next review: November 2018