



## Glen Hills

# Work Experience & Volunteering Policy

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Adopted by Symphony Learning Trust on	
Next Review Due	



***Glen Hills***

***Work Experience & Volunteering Policy***

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

- Glen Hills 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.
- Glen Hills 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.
- Glen Hills 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 Glen Hills 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 e.g. Ipods, tablets etc. 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.



Appendix 1

**Glen Hills - ITT / Work Experience Induction Checklist**

<b>Things to do before the work experience</b>	<b>School Response</b>
• Is everyone aware of the student coming?	
• Has paper planning of the placement been done?	
• Is adequate supervision arranged?	
• Who will be responsible in the absence of the planned supervisor?	
• Are all planned tasks suitable for the student?	
• Are there any health risks associated with the work?	
• Are there any special needs of the student that you need to be aware of?	
• Do you need to make arrangements, e.g. asthma or disabilities?	
• Who will meet the teacher who monitors the visit?	
• Is there an emergency / school number available?	
<b>To be completed at the start of the work experience</b>	
<b>General</b>	
• School background and role of student	
• Induction to key staff (safety / first aid)	
• Tour of premises / fire escape	
• Start / finish / break times	
• Rest rooms / refreshment facilities	
• Notice board in staff room	
• Appropriate dress (no jeans, flat comfortable, clean, shoes, plain t-shirts or blouses etc)	
<b>Health &amp; Safety</b>	
• Induction to Health & Safety Policy	
• Risk Assessments	
• Safety Literature	
• Prohibited areas	
• Safe working systems	
• House keeping / tidiness	
• Manual Handling / tidiness	
• Dangerous substances	
• Hygiene	
• Smoking	
• First Aid facilities	
• Accident procedures	
• Emergency procedures	
• Confidentiality	
• <b>Child Protection Policy</b>	

**Signed**

Head teacher \_\_\_\_\_ Student \_\_\_\_\_ Date \_\_\_\_\_

**Name**

Head teacher \_\_\_\_\_ Student \_\_\_\_\_