



Deanwood Primary School

Work Experience Policy

Policy Scope: Deanwood Primary School

Responsibility: Local Governing Body

Review Frequency: Triennial

Review Date: November 2024

The Governing Body of Deanwood Primary School adopted this policy in November 2021

Signed by D Giles, Chair of Governors

A handwritten signature in black ink, appearing to read 'D Giles', is written over a horizontal line.

Work Experience Policy

At Deanwood Primary School work experience placements provide an invaluable opportunity for students to learn about the world of work. Deanwood School promotes the use of work experience as an extension to the curriculum and aims to enable students to undertake a placement at an appropriate time.

A. Aims and Objectives

- The development of student's employability and key skills, or part of personal social development, maturity and increase motivation

B. Relevant Legislation

This policy takes note of all relevant legislation

C. Responsibilities

1. The Governing Body in conjunction with the Head of School, is responsible for all aspects of work experience, including health and safety. Deanwood School acknowledges its responsibilities under common law to act as would a reasonable parent, acting "in loco parentis."

D. Governors Responsibilities

1. The Governing Body has overall responsibility for the management of Deanwood School, including work experience.

2. The Governors will ensure that:

- The health and safety of students is safeguarded throughout work experience placements
- Adequate resources are available for safe work experience practices
- Appropriate public liability insurance is in place to cover students and staff, including staff visits to placements

E. Head of School's Responsibilities

1. The Head of School is responsible for the operational management of Deanwood School, including work experience.

2. The Head of School has delegated the responsibility of organising work experience to Miss S Rumjaun & Miss R Currier. In consultation with the Head of School, Miss S Rumjaun & Miss R Currier will decide the application process.

3. Miss S Rumjaun & Miss R Currier, in consultation with the Head of School will ensure as far as is reasonably practical that:

- Work experience compliments the curriculum of students
- All placements are risk assessed and comply with the School's Health and Safety Policy
- Students are provided with all relevant information regarding work experience placements.

Work Experience Policy

- The school has relevant information regarding students undertaking a placement with them, including details of additional educational needs

F. School's Responsibilities

1. As prescribed in the Health and Safety at Work etc Act 1974, employers have a duty to ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees. By virtue of the Health and Safety (Training for Employment) Regulations 1990, students on a placement are effectively employees of the company for the duration of the work experience.

2. The school should ensure that:

- Appropriate risk assessments are carried out to determine suitable tasks and working situations for pupils
- Control measures are introduced to eliminate or minimise risks
- Ensure that students are advised of the findings of any risk assessments or control measures prior to the commencement of the placement
- Adequate insurance cover is in provided for students undertaking work experience placements
- Students are informed of safe working practices.

G. Student responsibilities

1. Students are expected to take reasonable care of their own health and safety, or that of other people who may be affected by their actions throughout the duration of their placement.
2. The school expects students on placement to co-operate fully, and behave in a manner befitting their placement working with younger children
3. Students must not operate, or clean, machinery without permission, supervision or relevant training. Any faults to machinery must be reported to the supervisor in charge.