

Gossops Green Primary School



Work Experience (Hosting)

Approved by: LGB
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Staff Member Responsible: Deputy Principal

OUR VISION
'Delivering equity through education, nurture and ambition'

At Gossops Green Primary School, we believe that every child has the right to succeed, to meet their full potential and to understand that high aspiration and dreams are rightfully theirs to own and pursue, whatever their starting point in life might be.

EQUALITY **EQUITY**



Contents

1. Purpose:.....	2
2. Introduction:.....	2
3. Application for Places:	2
4. Roles and Responsibilities:	3
5. Work Experience Placement.....	4
6. Induction	4
7. Health and Safety	4
8. DBS.....	5
9. Work Experience Activities	5
10. Code of Conduct	5
11. Supervision and Evaluation.....	5
12. Communication	6

1. Purpose:

This policy outlines the guidelines and responsibilities for hosting work experience students within the primary school setting. It is designed to ensure that hosting work experience students provides a valuable learning experience for both the students and the school while maintaining a safe, supportive, and educational environment. This policy does not apply to university students that are seeking a ‘placement’ as part of their teacher training.

2. Introduction:

The primary school welcomes the opportunity to host work experience students, providing them with insights into the day-to-day workings of a primary school. The purpose of hosting these students is to offer them a meaningful learning experience while maintaining a safe, respectful, and productive school environment.

3. Application for Places:

- Only applications for placements requested by either the student’s learning establishment, or by the student themselves will be considered (not by a third party, such as a parent/carer)
- All placements must be requested 60 days prior to start date
- All placements must be approved by the Deputy Principal of Gossops Green Primary School
- **Work Experience Placements**
 - are available to students attending school in Yr7-Yr12 subject to approval by the student’s own school administration team.
 - Gossops Green Primary can only accommodate a maximum of **six** work experience students per school term
- **Further Education Work Placements**
 - are available to a maximum of **two** students from Further Education Placements per term

4. Roles and Responsibilities:

Host School Senior Leadership Team:

- Ensure a structured process for hosting work experience students.
- Conduct a risk assessment and ensure compliance with health and safety requirements.
- Ensure a safe, supportive, and enriching work experience environment for students.
- Match students with appropriate tasks and supervise their work.
- Provide clear instructions and feedback to students.
- Ensure that all necessary permissions and documentation are completed before the work experience begins.
- Assign a mentor for the student's work experience
- Inform the work experience student's Next of Kin if they are absent and do not inform Gossops Green Primary

Teacher Hosting Work Experience Students:

- **Preparation:** Staff members who host work experience students must be prepared to guide them in a professional, supportive manner.
- **Supervision:** The hosting staff member is responsible for the student's safety and well-being during the placement. They should assign appropriate tasks based on the student's age, skill level, and learning goals.
- **Guidance and Support:** Provide clear instructions, feedback, and encouragement to the work experience student. Support the student in their tasks and ensure they understand school policies, expectations, and health and safety regulations.
- **Reflection:** At the end of the placement, staff should provide constructive feedback on the student's performance, including areas of strength and areas for improvement.

Work Experience Student:

- **Punctuality and Attendance:** Students must attend their assigned placement on time and follow the daily schedule provided by the school.
- **Respect:** Students must respect the school environment, staff, and students, adhering to school rules and policies.
- **Engagement:** Students should actively engage in tasks, be eager to learn, and follow all instructions from staff members.
- **Confidentiality:** Students must respect the confidentiality of any sensitive information they may come across during their placement.

Parents/Guardians:

- Provide consent for their child's participation in the work experience program and ensure they are aware of the expectations and responsibilities.
- Ensure that their child arrives at the school prepared and ready to engage in the experience.
- Maintain open communication with the school regarding any concerns or feedback during the placement.

5. Work Experience Placement

- **Location:** The work experience will take place within the Gossops Green School environment, although off-site trips may occur as part of the children's learning.
- **Duration:** The work experience will last for a set period, typically one to two weeks, with specific start and end dates agreed upon in advance.
- **Activities:** Students will observe and assist with various tasks and activities that align with their interests and learning goals. Activities may include assisting in classrooms, supporting teachers, helping with school events, or observing staff in various school departments.

6. Induction

- **Prior to Commencement:** students will be sent a document briefing them on their upcoming placement and including links to the following school policies which must be read prior to the start of the placement:
 - Health and Safety Policy
 - Child Protection and Safeguarding Policy
 - Safe Touch and Positive Handling Policy
 - As well as the latest version of the DfE's KCSIE
- **First Day:**
 - Students must arrive for 8am
- **Induction:**
 - An Induction will occur at 8am, following arrival with the Deputy Principal, or a member of the Senior Leadership Team
 - This will include clarifying lockdown/fire procedures
 - Policies shared previously (see above) will be clarified
 - A locker will be assigned to the student to secure all their personal items/valuables
- **School Day**
 - The student's day will mirror that of the class teacher in regard to timings
 - Work Experience students are not permitted to enter the staffroom, but may eat in the shared areas of either EYFS/KS1/KS2 – depending on where they are placed

7. Health and Safety

- **Sign In / Lanyard:** Students will be required to sign in each day and wear a lanyard with photographic ID to identify themselves at all times
- **Risk Assessment:** A thorough risk assessment must be conducted prior to the placement to ensure the safety of the work experience student. This includes reviewing potential hazards, required safety precautions, and ensuring the student's tasks are age-appropriate.
- **Toilets:**
 - all work experience students in Yr7 or above to use the Visitor toilet or Disabled toilet
 - those with a DBS to use the staff toilets
 - No one in Yr7 or older to use pupil toilets
- **Supervision:** A staff member must supervise the work experience student at all times to ensure their safety. Students should not be left unsupervised or assigned to tasks that require more experience or training than they have.

- **Emergency Procedures:** Work experience students must be briefed on emergency procedures, including fire drills, medical emergencies, and any specific safety protocols in place at the school.

8. DBS

A DBS (Disclosure and Barring Service) check is not generally required for work experience students under 16. However, for students 16 and over, a DBS check may be necessary if their work experience involves regular contact with children or vulnerable adults and/or is in a "regulated activity".

9. Work Experience Activities

- **Task Assignment:** Work experience students should be assigned tasks that are educational and relevant to their learning goals. These tasks may include assisting teachers in classrooms, supporting administrative tasks, helping with school events or activities, or observing school staff in their roles.
- **Learning Opportunities:** Every effort should be made to provide the work experience student with varied experiences. This can include observing teaching techniques, assisting with classroom management, or engaging in hands-on activities with students, depending on the student's level of interest and capability.
- **Skill Development:** The work experience program should focus on the development of essential skills such as communication, teamwork, problem-solving, and organization.

10. Code of Conduct

All work experience students must adhere to the school's code of conduct while on placement which is explained during the Induction Process. This includes:

- Treating all students, staff, and visitors with respect.
- Following the school's rules regarding behaviour, dress code, and communication
- Reporting any incidents or concerns to their supervisor immediately.
- Maintaining confidentiality and respecting privacy regarding school records and student information.
- Any serious breaches of behaviour or safety will result in a review of the student's participation in the program.

11. Supervision and Evaluation

- **Ongoing Supervision:** The staff member hosting the work experience student should provide ongoing support and supervision. This includes offering guidance, answering questions, and ensuring the student remains engaged and safe.
- **Feedback:** Regular feedback should be provided to the work experience student. This feedback should be constructive and aimed at encouraging the student's growth and learning.
- **End of Placement Review:** At the conclusion of the placement, the supervisor should conduct a review with the student, discussing their strengths, areas for improvement, and providing an opportunity for reflection on the experience.

12. Communication

- **Initial Communication:** Prior to the placement, the school should communicate with the student, and the work experience provider to confirm dates, expectations, and responsibilities.
- **Ongoing Communication:** Throughout the placement, ongoing communication should take place between the hosting staff member and the school administration to address any concerns or issues that may arise.
- **Final Communication:** After the placement concludes, feedback may be required by the student's own establishment regarding the student's performance and learning outcomes.

13. Links to Other Policies

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Safe Touch and Positive Handling Policy
- TCT IT Policy
- TCT Code of Conduct