



Policy on Work Experience / Placements & Volunteers

At Bankside Primary School, we are constantly being asked to provide work experience placements in school for from various establishments or individuals including:

- Schools
- 6th Forms
- Adult Education
- Universities
- People wishing to gain work experience due to changing career, returning to work after a break or with little experience of working.

Work experience students / volunteers are a welcome addition to our school community and often prove to be an asset to our young learners. However, we are limited in the amount of support that we are able to provide, and therefore will only accept a certain number of students at any one time.

Selection of candidates

Any agreement to provide work experience /volunteer experience will be after consideration of the following

- An application is made on our placement request letter with the required details provided.
- If required a placement application form is provided (volunteers and post 16 if not college / university documentation)
- Referees are provided and suitable references are obtained for volunteers
- The candidate successfully completes an interview (see placement letter for details of application deadlines / interview dates for the current academic year).
- Where necessary a DBS is provided or we will process the application on behalf of the volunteer / students (volunteer to pay).
- The ability to provide an excellent role model for pupils, particularly in spoken and written English
- Year 10 / 11 or 12 students are not ex Bankside students - we want the work experience for these pupils to be a meaningful insight into work; returning to the familiar environment of their primary school, with a great many of the same teachers and staff, does not provide a realistic 'snapshot' of a professional environment. We believe that, if they are keen to experience work in an educational setting, it would be much more beneficial to get an insight into a different environment so they learn that each school is unique.

Other schools in the locality that ex pupils may consider are: Bracken Edge Primary; Holy Rosary Primary; Chapel Allerton Primary; St Matthew's CofE Primary.

- The teacher is happy to accept a student
- No child in the class is related to the student

- Applications from relatives or friends of staff do not receive preferential treatment and all applications must follow the correct procedure.

Should we be able to facilitate your request, the following guidelines are in place to assist you in making the best of your placement:

- Induction – all 'placements' will be required to undergo induction in Child Protection /Safeguarding procedures and Health and Safety policy and practice.
- All volunteers / placement candidates complete a placement agreement form and confidentiality agreement.
- The most important role that our teachers and TAs have is in promoting children's learning and development. This is their primary role. Therefore, if you require information, policies, or any other documentation regarding your placement, please arrange a suitable time to discuss this with a member of staff.
- We expect regular attendance, punctuality and commitment to roles and responsibilities. Please phone school before 8am if you are unable to attend on any particular day (0113 3368383). *Expected working times are 8.30am-3.30pm.*
- We will not place you in a year group with your own children / siblings / cousin / nephews nieces etc.
- Safeguarding Children: all 'placements' will need to have current DBS checks if over 18.
- We will discuss your work experience / volunteer requirements with you and try to place you in a year group appropriate to your needs / experience. Should you not be happy with our decision please discuss with the placement co-ordinator (Lisa Standley)

ITT placements – please also see our ITT policy.