Work Experience Policy and Procedure

Policy Statement

Work experience provides several benefits for young adults. It can help with their development and decision making for their chosen vocation. For pupils to get the most out of this experience it is essential that both the school and the employer work together to ensure the pupils' safety and wellbeing.

Whiteley Preschool happily accepts and supports work experience students from schools and further education establishments. A work experience induction will take place either during a pre-employment interview or on a students' first day before they begin work (in this circumstance the employer will have been previously contacted the student to inform them of the appropriate dress code). The aim of this induction is to provide the student with any relevant information that they need to be made aware of regarding the setting, what is expected of them and to provide them with support whilst they are on placement at the preschool.

Responsibility of the pupil

During the pre-employment interview or on the students first day (before they start), an induction will be completed. This will explain what the expectations of the students' behaviour are while on placement, what to do if they are ill and who to contact if they have a concern. It also covers items such as appropriate clothing and abiding by policies and procedures. The preschool works closely with educational settings to support them with their health and safety and risk assessment checks. The preschool has adequate insurance and will share this information with the educational setting. The students will be informed they will be given, where possible, the most accurate experience of working which may come with certain freedoms they do not normally have (such as going to the toilet at any time they like, popping to the shop for lunch – although they must sign in and out and have permission from the school / parent). With this freedom they must demonstrate responsibility and accurate time keeping.

Safeguarding

Whiteley Preschool recognises that students on work experience under the age of 18 (under the age of 19 years old for children with additional needs) are classed as children under the Childcare Act 1989 and the UN Conventions on the Rights of the Child. Therefore, they will be protected from abuse, maltreatment and from harm to their health and development. They will be in safe environment and supported at all times. The whistleblowing policy, Safeguarding Policy and Staff Code of Conduct will be adhered to.

The student will complete a pre-employment interview where they will be asked what they would like to gain from this experience; a plan to support this outcome will be put in place. Students will be provided a mentor who will work closely with them, providing support and a watchful eye. The mentor will ensure the student is not placed under undue pressure or placed in a difficult situation such as managing conflict. The manager or mentor will check regularly with the student that they are happy with their workload and their working environment.

All staff and parents are made aware a student will be on site.

Disclosure and Barring checks

Whiteley Preschool does not require students on short work experience placements (of up to 4 weeks) to have a DBS. A student will never be left alone with children and will never be counted in ratio.

Students over the age of 18 years old who are on long term placement can be counted in legal ratio if they have a DBS and have undergone a full induction to the setting. However, they will never be left alone with the children at any time. All Students will be mentored by a qualified member of staff who hold a valid DBS.

Evaluation and follow up

Work experience will be evaluated in order to identify what learning was gained and best practice for the future. The student will be asked to complete a questionnaire at the end of their placement, this will help to ensure future students have a positive experience at the setting.

Date policy adopted: 28th January 2019

Reviewed 17th May 2023

Signed………………………………………………….Chairperson