



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Work and Training in School Policy

Rationale

At Alexander Hosea Primary School we believe it is important that the opportunity is given to students engaged on courses leading towards qualifications for work with children, to undertake practical experience in the school environment. This must be beneficial for all parties and support inclusion. For this to happen, it is vital that experiences are well focused and all institutions concerned remain fully informed.

This policy is underpinned by our vision statement – 'roots to grow, wings to fly' and our ASPIRE values:

ADAPTABLE
SELF BELIEF
PERSEVERANCE
INCLUSION
RESPECT
ENQUIRY

Introduction

This policy applies to Initial Teacher Training students, secondary school students and existing members of staff who are engaged in training to gain further qualifications.

Aims

- To provide opportunities for students to undertake Initial Teacher Training (ITT) / work experience in the primary school setting.
- To provide a safe, positive and friendly environment where people carrying out an ITT/work experience placement, can begin to develop their teaching skills and learn about and develop an understanding of their role in society, under the direct supervision and guidance of experienced staff.
- To provide opportunities for staff to develop their own practice.

Guidelines

- All Health and Safety checks and requirements will be complied with.
- A tour of the school will also be provided.
- Training sessions and assessments will be arranged in advance using agreed criteria laid down by both educational establishments.
- Students will be expected to support the school's values and support class organisation and teaching.
- Feedback on performance will be provided as required.

ITT students:

- Requests from universities will be considered and dates and times for placements agreed by the school in advance, having first liaised with teaching staff.
- Priority will be given to teacher trainees/ apprentices.
- DBS checks will be essential for all students over the age of 18 who are working in school on a regular basis.
- Disqualification by Association checks will be undertaken where appropriate.
- A mentor will be allocated to support training and development and ensure students are aware of the school's relevant policies and procedures – see below.
- The University will carry out monitoring visits following the ITT requirements.

Other work placements:

- Initial course placement requirements and firm dates must be made available and agreed.
- The school will then assess the availability of a placement and places will be awarded on a strictly first come first served basis on receipt of a suitable application.
- In the case of secondary school placements, the school considers a student will get a more balanced experience in a completely fresh environment and will not take Year 10 students who are past pupils of the school or who currently have a sibling attending.
- All teaching staff will be made aware in advance of possible placement requirements, training times and focus.
- The work experience co-ordinator will undertake the induction and ensure the student is aware of:
 - a) Confidentiality
 - b) Child protection / Safeguarding policy and procedures
 - c) Equalities
 - d) On-line safety
 - e) The appropriate use of information gained
 - f) Health and Safety issues including evacuation procedures
 - g) Signing in and out of school and wearing a visitor's badge
 - h) Relevant school policies
 - i) Protocol with parents
 - j) Providing full information on work in school
 - k) Expectations
 - l) Time of arrival
 - m) Behaviour code
 - n) Dress code
 - o) Daily school routines
 - p) Respecting our school environment and the people within it
- An Induction book – The Work Experience Handbook, will be issued prior to or at the beginning of the placement. Students must ensure they are familiar with its contents.

Secondary Schools will:

- Ensure their pupils are properly briefed before Work Experience begins.
- Arrange a mutually convenient time to visit their pupils carrying out Work Experience.

Conclusion

By working together, we aim to ensure that Work Experience Placements have mutual benefit to all those involved and provide an evaluation of their experiences.

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

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