



Thomas Willingale School



Policy on Students and Work Experience

1 Introduction

- 1.1 We want Thomas Willingale School to be open and welcoming to all who would like to support the children. We also want to encourage parents/carers and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.
- 1.2 The school has a variety of adults working on the premises at any one time. They can be categorised as follows:
- 1.2.1 Paid full- or part-time staff employed by the school:
- teachers;
 - learning support assistants;
 - SEN assistants;
 - nursery nurses;
 - care taker;
 - cleaners;
 - mid-day assistants;
 - school secretaries;
 - administrators;
 - peripatetic music teachers;
 - coaches/instructors.
- 1.2.2 Adult workers employed by another organisation:
- peripatetic music teachers;
 - trainee teachers;
 - LA advisers and inspectors;
 - health visitors, school nurse, CAMHS;
 - grounds maintenance staff;
 - contract workers (e.g. an electrician or heating engineer).
- 1.2.3 Volunteer helpers:
- Members of the governing body;
 - Parents/carers or other adult helpers working alongside teachers;
 - trainee Learning Support Assistants (LSAs);
 - students on placement from college
 - students on work experience.

This policy sets out the arrangements for students only.

2 Student helpers

- 2.1 The value of well deployed student volunteers in schools is now widely recognised. Volunteer student helpers support the school in a number of ways, including:
- supporting individual children;
 - hearing children read;
 - hearing children's number bonds and/or times tables;
 - helping with group work;
 - helping with classroom preparation;
 - helping with art or subjects involving other practical activities;

- helping with the supervision of children on school trips.

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2.2 Volunteer student helpers are not allowed to do the following activities:

- undertake any duties which normally fall within the job description of a teacher or member of support staff i.e. cover the absence of staff from school;
- take responsibility for all or some of the whole class;
- change very young children, or have responsibility for supervising them changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge;
- any duty normally performed by a contractor engaged by the LA or by the school.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

All students are given Safeguarding information and a Student on Placement leaflet containing Health and Safety information before they come into school for the first time. They are also given a copy of a Risk Assessment.

3 Signing in

- 3.1 When student helpers arrive in the school, they must sign in at reception. They will be given an appropriate badge, which they should wear at all times.
- 3.2 Students coming to the school for the first time should always be escorted to their 'base' classroom and shown where facilities are.

4 Police checks

- 4.1 For the children's safety, students on a long term placement are required to have police clearance (DBS) before they work in the school. Work experience students who are usually only in school for one to two weeks will not require such checks as they are under constant supervision in the classroom.
- 4.2 The headteacher has the authority not to accept the help of student volunteers if he or she believes it will not be in the best interests of the children.

5 Monitoring and review

- 5.1 The day-to-day monitoring of this policy is the responsibility of the Inclusion Manager or relevant Phase Leader.
- 5.2 This policy will be reviewed by the governing body every three years, or earlier if considered necessary.

Signed:

Date: Autumn 24

Review Autumn 26