

# Caldecote Community Primary School



# Work Experience Policy

Mission Statement

***“Learning Together, Achieving Together”***

Draft completed by KB August 2022  
Reviewed August 2024  
Reviewed every 2 years – next due August 2026

## **Work placement/Student Policy**

### **Mission Statement**

At Caldecote Community Primary School, our mission is to challenge each child to reach their full intellectual, creative and physical potential through a fully integrated curriculum. We encourage children to become independent life-long learners by developing intellectual curiosity, a thirst for discovery and achievement, a sense of understanding and compassion for others and the courage to act on their beliefs. We strive to create a diverse community that fosters mutual respect and social responsibility, enhanced by a strong partnership between home and school.

### **Statement of Intent**

This school recognises that qualifications and training make an important contribution to the quality of the care and education provided by the school. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training, including those studying for the CACHE level 2 certificate / CACHE level 3 Diploma in Childcare and equivalent qualifications and also students from MMU undertaking teacher training.

### **Aim**

We aim to provide for students on placement with us, experiences which contribute to the successful completion for their studies and which provide examples of quality practice in early years care and education.

### **Methods**

- We require students to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students under the age of 17 years with the school to vouch for their good character.
- Students and trainees should not have any current or prior attachment with the school – building up new relationships with new colleagues is paramount to the process of work experience. This includes:
  - Ex-pupils of Caldecote Primary School
  - Currently having family members attending Caldecote Primary School (Nursery – Year 6)
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our school on a short-term basis are not counted in our staffing ratios. Students undertaking teacher training may be counted in staffing ratios provided we consider them to be competent.
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.

- We cooperate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our school is managed, how sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers which hinder the essential work of the school.
- We ensure that students placed with us are engaged in bona fide early years' training which provides the necessary background understanding of the children's development and activities.

### **Implementation of the policy**

Our school will manage implementation of this policy with the support and guidance of the Local Authority.

### **General**

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.