



Bexhill
Academy



Work Experience and Volunteer Policy (Staff) 2023/2024

Adopted: March 2023
Next Review: March 2024

WORK EXPERIENCE AND VOLUNTEER POLICY

for Bexhill Academy

This policy was adopted on 1 March 2023
This policy is due for review on 1 March 2024

Bexhill Academy Aims

At Bexhill Academy, we know the importance of qualifications and training to support the quality of our teaching staff. As part of our commitment to qualify, we offer placements to students undertaking training in Primary and Secondary teaching and other work related courses.

The types of placements we offer include:-

- NVQ students who require practical placements as part of their course requirements.
- A Level / BTEC placements. These are 6th Form students who do a practical placement as part of their course requirements. These are only available to students in Year 13 and above.
- Volunteers with specific reasons for gaining school experience, the majority of who are applying for Initial Teacher Training programme.

We aim to provide candidates on placement with us experiences that contribute to the successful completion of their studies.

Safeguarding Children and Adults

We all share the responsibility to ensure that every person in society is treated with dignity and respect and protected from others who may abuse them. All work experience candidates who come into contact with our children have a duty of care to safeguard and promote their welfare to work to prevent, detect and report neglect and abuse.

Whilst candidates are on placement at Bexhill Academy we have an obligation to make arrangements to ensure their health, safety and welfare and also the health, safety and welfare of our children.

Child Protection

The welfare of our children is paramount. To ensure the safety of our students, we adopt the following procedures:

All Work Experience participants are given a copy of this Work Experience Policy

To ensure the safety of our pupils at all times, all volunteers engaging in **regulated** activity must be cleared by the DBS (Disclosure and Barring Service). A DBS is issued to the individual, the school is notified of the clearance of the DBS and a central record is maintained in school.

Equal Opportunities

Bexhill Academy is committed to the equal opportunities for all and to the proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.

Health & Safety

Arrangements will be made before the start of any placement. There will be liaison between Bexhill Academy and the organisation arranging the placement.

An interview will take place where the member of staff in charge of the work experience placement will discuss safeguarding regulations so that students understand what is deemed to be appropriate and professional behaviour in the academy. The academy will also ensure that students understand what is meant by 'child protection' and the need to disclose to the class teacher, any issues that pupils may reveal to students while on placement. Work experience students will be required to read the academy's Safeguarding documents and sign to show they have done so.

An escorted tour of the school will be given and the emergency fire evacuation procedures will be discussed, including the locations of the nearest exits and the fire assembly point.

Information on the accident reporting system and location of first aid stations will also be discussed at this stage.

All Work Experience individuals must sign in and out through the main school reception. Upon signing in you will be issued with a Guest or Green Lanyard (depending on DBS status) which you should wear at all times whilst on the school site.

Individuals need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher in the first instance.

Mobile phones must not be used whilst in the vicinity of children.

You are not permitted to take photographs in the academy under any circumstances.

Procedures

Candidates write or email the Executive Principal for permission executiveprincipal@bexhillacademy.org. Applicants must include their name, age and date of birth as the academy will not accept any students currently studying in Year 11/12 for Work Experience.

Head of Department or Director confirm capacity.

Candidates are required to complete and return the Work Experience/Volunteer Application Form and provide two referees from whom we may contact for character references.

Risk Assessment completed by Head of Department/Director with candidate.

- We require all candidates engaging in regulated activity to have a DBS check carried out including all checks in line with the academy's Safer Recruitment Policy.
- We take all candidates for work experience through an induction process which includes all safety elements such as exits, medical procedures, policies and fire drills.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.

Supervision

Any person undertaking work placement is placed with a Class Teacher who will assist and guide the individual at all times. It is the responsibility of the class teacher to take responsibility for the young person's health and safety. The Teacher retains responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

The work placement individual should have clear guidance from the Teacher as to how an activity is carried out and what the expected outcome of an activity is.

Individuals are encouraged to seek further advice / guidance from the Teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

Regular checks will be made by the work experience coordinator to ensure that the young person is able to cope with the work and the hours of work required.

If individuals are concerned about an issue they should voice it immediately to the class teacher.

Smoking

The academy operates a no smoking policy on its premises, both inside and outside of the buildings.

Working Hours

Class teachers should ensure that all work experience candidates work within the school core hours of 08.30 to 15:00 (unless attending extra-curricular activities agreed prior to commencing the placement).

Young persons must not be left to work in isolation.

Confidentiality

Work Experience participants in school are bound by a code of confidentiality.

Any concerns that arise about the children you work with and come into contact with should be voiced with the Class Teacher and NOT with the parents of the child or persons outside the academy. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the academy.

Work Experience participants who are concerned about anything another adult in the academy does or says should raise the matter with the Executive Principal or Designated Safeguarding Lead, in line with our Child Protection Policy.

Data Protection Act 1998/GDPR

Attwood Academies will only process the information you have provided in this form for the purpose of Work Experience/Volunteering. Your details will be kept securely both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud. For further information, see the Academy Privacy Notice.

Complaints Procedure

Any complaints made about a Work Experience individual will be referred directly to the Human Resources Manager.

Any complaints made by a Work Experience individual will be referred to the Head of Department.

The Executive Principal reserves the right to take the following action:

To speak with a Work Experience individual about a breach of the Work Experience Agreement and seek reassurance that this will not happen again.

Offer an alternative placement for a Work Experience individual, e.g. helping with another activity or in another class.

Inform the Work Experience individual that the academy no longer wishes them to continue with the placement.

The full Complaints Procedure available from the academy reception.

Monitoring and Review

This Policy will be reviewed annually and updated in the light of new guidance from either the DFE (Department for Education) or LA (Local Authority).

Our Academy Vision

All young people and adults who work in our academy whether a paid member of staff, or a volunteer, are expected to work and behave in such a way as to actively promote our academy vision.

APPENDIX 1 – WORK EXPERIENCE GUIDELINES

The following are a set of guidelines, which we hope will help to establish a successful partnership between staff and Work Experience individuals at our academy.

- Teachers work hard to plan lessons and direct learning in advance. If you are unsure of the purpose of the activity you have been asked to assist with please clarify it with the teacher or teaching assistant at the start of the session.
- If you are committed to helping on a regular basis and for any reason are unable to attend on a day when you are expected, please inform the teacher or the HR Manager in advance. Similarly if your help is not required on a particular day (due to a trip or other activity) then the teacher will provide you with advance notice of this.
- When you are working with the children it is important to create an atmosphere that makes the children want to learn. Enthusiasm and encouragement are extremely important in helping with development.
- Should a child or children spoil an activity in which you are participating for others, please give one warning before asking the teacher or teaching assistant to intervene.
- Under the Children Act 1989 relating to child protection, if a child tells you something that you feel is of concern but you might not know the relevance of, you should discuss this privately with the teacher and DSL and no further.
- Confidentiality regarding what might be seen, heard or discussed within the class by children or adults is extremely important. Academy staff are bound by the rule of confidentiality that as a volunteer will also apply to you. Please do not discuss any issues that might arise in class with anyone other than the class teacher who is best placed to decide on the correct course of action.
- You may be aware that legislation requires all people working in regulated activity with 'vulnerable members of society', whether in a professional or a voluntary capacity, have to apply for a "Disclosure" from the Disclosure Barring Service (DBS).

Thank you very much for applying for a work experience placement at Bexhill Academy. Your time, effort and enthusiasm is much appreciated. We hope that the experience and knowledge you gain will be invaluable in your future studies and career goals.

APPENDIX 2 - WORK EXPERIENCE AGREEMENT

Thank you for confirming your Work Experience placement at Bexhill Academy. Your attendance is greatly appreciated and we hope that you will gain much from your experiences here.

Please read and sign this Work Experience Agreement Sheet and hand it to the HR Manager.

You will receive a copy of it for your records.

I have received a copy of Academy's Work Experience Policy and have read the Work Experience Guidelines

I agree to treat information I learn during my Work Experience placement as confidential

Signed: _____

Name: _____

Date: _____

Parent Signature: _____

Name: _____

(If Work Experience individual is under 18 years old)

BEXHILL ACADEMY USE ONLY	
Appendix 2	
Received Date: _____	Signed: _____
Interview Date: _____	
DBS Check Status: _____	
Cleared for Work Experience: _____	
Work Experience assigned: _____	