

Work Experience Placements Policy

Freemantle Church of England Community Academy Trust



This policy should be read in conjunction with the following where further information may be found:

- Staff and Directors Code of Conduct Policy
- Whistleblowing Policy
- Keeping Children Safe in Education 2022
- Emergency Evacuation Plan

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1. What a high-quality placement looks like

At Freemantle Academy we aim to offer work experience placements to KS4 and Sixth Form students that:

- Is purposeful and offers challenge;
- Is relevant to the student's study programme and career aspirations;
- Allows the student to apply the skills they have learnt in the classroom or workshop;
- Is managed by the Lead for Professional Development with the student's school;
- Has a structured plan that provides outcomes for the student and the academy;
- Has clear roles, responsibilities and expectations for the student and academy;
- Provides feedback from the academy about the student's performance.

2. Applications and interviews for Work Experience placements at Freemantle Academy

Applications for placements are received by email to the Head Teacher, who shares these with the member of staff designated to process and host placements. If it is deemed that the academy has the capacity to fulfil a high-quality placement then the designated member of staff will contact the student/school/college in response to the request.

The Senior Accountability Team (SAT) will agree capacity for placements at the start of the academic year and placements will be offered in the autumn term to ensure a strategic approach. Applications in the spring and summer terms will be considered carefully by SAT.

Students will then be invited to attend an informal interview at the academy to determine whether or not the academy can meet the needs of the student whilst ensuring that the student has the capacity to fulfil the requirements of the academy. This informal interview will also enable the academy to plan effectively for a successful placement.

Paperwork for the student's school/college will need to be completed when the placement is agreed (sharing the academy insurance policy details, agreeing roles and confirming timings and dress code). Most schools and colleges now use online placement documentation such as Unifrog. Some schools and colleges use companies that make visits to the academy to assess suitability with regards to health and safety.

Should the academy decide that a placement would not be appropriate, the designated member of staff will contact the student to confirm that a placement is not possible and offer feedback to the school or college, should they require it.

3. Responsibilities

The designated member of staff will:

- Discuss the capacity for placements with the SAT
- Invite the students to an informal interview
- Host the informal interviews and make a recommendation to the SAT regarding possible placements

- Prepare a timetable that will meet the needs of the students and that will have a positive impact on the academy sending this through to the student in advance
- Liaise with staff across the academy to ensure all staff are aware of work experience placements and the role they will play in the placement
- Lead an induction session for the students prior to taking up their placement ensuring that they have read and understood relevant academy policies and that they are fully briefed on all aspects of safeguarding and health and safety
- Ensure that information about next of kin, medical needs and contact phone numbers are recorded on the appropriate documentation and passed to the admin team
- Arrange for key documentation to be completed if the student's age requires a DBS check

The Students attending a work experience placement will:

- Arrive at the academy for the time agreed on a daily basis and leave at the agreed time as well
- Adhere to the Staff and Directors' Code of Conduct Policy at all times
- Read and sign to say that they understand the school's safeguarding procedures and key policies including whistleblowing – this read and understood document is then passed to the admin team
- Engage fully in the induction session and ensure that they understand their role and responsibilities whilst they are placed at the academy
- Take part in an evaluation with the designated member of staff, at the end of their placement, to ensure that the academy can review work experience placements, making appropriate improvements annually

4. Induction

Students will meet with the designated member of staff on or prior to the first morning of their placement. During this session they will complete a number of tasks – see Appendix 1. They will complete a read and understood document that will confirm the induction content.

The Headteacher will quality assure the induction through discussions with the students throughout their placement.

5. Timetabling

Timetables should give the students a range of experiences over the period of the placement. The Lead for Professional Development will liaise with staff across the academy and plan a varied range of activities for the students to complete that will have a positive impact on the academy. An example timetable can be seen below:

CYCLE 1 PPA	Mon 06 Feb	Tues 07 Feb	Weds 08 Feb	Thurs 09 Feb	Fri 09 Feb
Morning <i>Smart Casual Dress for class Sportswear/wet weather gear for Forest Schools when supporting Danny</i>	8:30am arrival – Meeting with KBM (outside leadership room) to discuss coming week and complete induction including tour of school and health and safety 10:00am until Lunch - Nursery – XXXXXX and XXXXXX 10:00am until Lunch Year 3 – XXXXXX and XXXXXX 10:00am to Lunch supporting in The Haven – XXXXXX and XXXXXX	8:30 arrival 8:30 – Lunch Nursery – XXXXXX and XXXXXX Year 4 – XXXXXX and XXXXXX The Haven – XXXXXX and XXXXXX 11:45- 1:00 supporting in the lunch hall	8:30 arrival 8:30 – Lunch Supporting the Admin Team – XXXXXX and XXXXXX Supporting Year R – XXXXXX and XXXXXX Supporting Nursery – XXXXXX and XXXXXX 11:45- 1:00 supporting in the lunch hall	8:30 arrival 8:30 – Lunch Supporting the Admin Team – XXXXXX and XXXXXX Supporting Year R – XXXXXX and XXXXXX Supporting Nursery – XXXXXX and XXXXXX 11:45- 1:00 supporting in the lunch hall	8:30 arrival 8:30 – Lunch Supporting the Admin Team – XXXXXX and XXXXXX Supporting Year R – XXXXXX and XXXXXX Supporting Nursery – XXXXXX and XXXXXX 11:45- 1:00 supporting in the lunch hall
Lunchtime	After you have supported the team you are with for the first 15 minutes, please take your lunch break (if you would like to pay for a lunch please let me know). You are welcome to eat your packed lunch with the children or in the classroom.	Please ensure that if you want to access your phone you must leave the school building.	Remember to sign in and out if you leave the premises.	Please wear your badge at all times.	Please remember that safeguarding is everyone's responsibility.
Afternoon <i>At the end of the afternoon please ask your class teacher how you can support preparation for the next day e.g. sharpening pencils, photocopying or preparing other resources</i>	1:00 Supporting Year R PPA – with Danny in the Muga Sports Kit required. Group 1 first - XXXXXX and XXXXXX Group 2 second – XXXXXX and XXXXXX Supporting Mrs Taylor with Music: Group 2 first and Group 1 second 3:30 End of day	1:30 Supporting Year 4 PPA – with Danny in the Muga Sports Kit required Group 1 first - XXXXXX and XXXXXX Group 2 second – XXXXXX and XXXXXX Supporting Forest Schools – with Mrs Steinman Group 2 first and Group 1 second Return to Year 4 3:30 End of day	1:30 Supporting Danny with Sports Year 6 in MUGA Sports Kit required Group 1 first - XXXXXX and XXXXXX Group 2 second – XXXXXX and XXXXXX Supporting Frances for first aid Group 2 first and Group 1 second Return to Year 6 3:30 End of day	1:30 Supporting Year 3 PPA – with Danny in the MUGA Sports Kit required Group 1 first - XXXXXX and XXXXXX Group 2 second – XXXXXX and XXXXXX Supporting Forest Schools – with Mrs Steinman Group 2 first and Group 1 second Return to Year 3 3:30 End of day	1:30 Supporting in Year 6 Group 1 6S Group 2 6P XXXXXX and XXXXXX supporting in The Haven 3:30 End of day

Skills and knowledge that will be developed will include:

- Confidence to use effective communication in order to engage with adults and with children
- Knowledge of the different requirements for teaching, from Nursery to Year 6
- Skills of administration
- Knowledge of a range of different needs that children have and how planning and resources support all children to be successful
- Coaching skills that aim to support children to make progress

6. Liaison with Secondary Schools and Colleges

Here at Freemantle CE Community Academy, we believe that it is important to offer the opportunity for a range of young people to experience the wide variety of roles within a school encouraging them to explore possible career options in the future. As a consequence, the academy aims to offer places to students each academic year, based on the careful analysis of available capacity and school improvement foci.

The designated member of staff will liaise with secondary schools and colleges to ensure that placements are successful, providing all information and documentation that is required by each establishment.

Feedback will be given to support analysis of the placement.

Should academy staff have concerns about students who are attending placements, these will be shared with the student's school, to inform next steps.

Appendix A: Evaluating the Work Experience Placement

Work Experience Evaluation	
Name of Student:	
School/College:	
Date of placement:	
Describe something that you found surprising about your work experience here at Freemantle.	
Tell us about a skill or some knowledge that you think you have learnt whilst on your placement. Tell us how this will help you in the future.	
Describe something you found challenging whilst on your placement and explain why it was challenging for you.	
Would you recommend Freemantle as a positive place for a work experience? If 'yes' why? If 'no' why?	
Thank you for completing this evaluation – please hand to the Admin team on your departure.	

The designated member of staff will take in to account staff voice during and after each placement has been completed.

Appendix B – Induction Tasks

Induction Tasks for Work Experience Placements		
Task	Completed	Notes
1. Timetables for the placement		
2. Staff and Directors Behaviour and Code of Conduct Policy		
3. Whistleblowing Policy		
4. Child Protection and Safeguarding – including KCSIE, Mobile Phone and Internet use Policies		
5. Safeguarding – Disclosures and DSLs		
6. Health and Safety – Fire Evacuation		
7. Health and Safety – Lock Down		
8. Health and Safety - Emergency Evacuation		
9. Medical needs		
10. Behaviour Policy and Confidentiality Policy		
11. Orientation tour of school		
12. Evaluation		

Interview questions Pre-Work Experience Placement agreement	
1. Tell us why you have chosen to interview for a work experience placement at Freemantle CE Community Academy	
2. What skills do you have that will support you in your placement here at Freemantle?	
3. What experiences would you like to have and what skills would you like to develop if you had a placement at Freemantle?	
4. Are there any experiences/activities you would like to have whilst on a placement? How will these help you in your future?	
5. Are there any questions you have about your placement?	

Ensure that if a decision is made to accept them for a placement all details are taken and the placement paper work is completed.

Dates should be added to the main diary.