Newport Infant School and Nursery
WORK EXPERIENCE & VOLUNTEERING POLICY

Date of Policy Creation/Last Review	October 2025
Policy Lead	Sylvia Malone
Date of Policy Adoption by Governing Body	November 2025
Frequency of Review	Three yearly
Review Due	September 2028
Policy Category	Safeguarding

Aims and Vision

This policy sets out the school's commitment to work experience for young people and for volunteers looking to gain experience in an infant school and nursery. It is very much dependent upon consistent approaches to safer recruitment. All prospective work experience students and volunteers need to complete an appropriate application form.

For work experience/students from schools/college/universities –

- Appendix 1 Application form
- Appendix 2 Childcare Disqualification Regulation Declaration Form (if aged 16 and over)

For all other volunteers, aged 16 and over -

- Appendix 3 T&W Application form, including guidance notes.
- Appendix 2 Childcare Disqualification Regulation Declaration Form (if aged 16 and over)

Definition

Work experience is defined by the DfE as "…a placement on an employer's premises in which a pupil carries out a particular task or duty, more or less as would an employee, but with the emphasis on the learning aspects of the experience". Quality work experience placements make an important contribution in ensuring that students receive a balanced and coherent curriculum.

For the purposes of this policy a student is deemed to be any child up to and including the age of 18. For the purposes of this policy it also refers to young adults over the age of 18 who remain vulnerable e.g. young people with Special Educational Needs.

Principles

• Newport Infant School and Nursery values the role of work experience/volunteers in the learning and development of young people and will do all it reasonably can to support this process.

• Newport Infant School and Nursery endorses the view of the DfE that the main purpose of work experience placements should be as a means of achieving learning outcomes for students.

• Newport Infant School and Nursery accepts its responsibility for a duty of care for young people on work experience (induction of students will follow the school's induction checklist – Appendix 4)

• Work experience will be made equally available to all, irrespective of academic ability, race, gender, age, disability, religion and belief, ethnicity, national origin or sexual orientation.

• Students/Volunteers will be given an induction on the first day (see appendix 3) which will include Health & Safety.

• Students/Volunteers will be supervised at all times by a competent, responsible and experienced person.

• Students/Volunteers will be given meaningful work suitable for their age, ability, physical limitations and maturity.

• Risk assessments will be carried out that reflect the student's or volunteers lack of experience, maturity and awareness of risks associated with the task.

Code of Conduct at Newport Infant School and Nursery

Specific Information for Students or Volunteers

Specific Information for Students or Volunteers In line with Regulation 19 of the Management of Health and Safety at Work Regulations 1999, the organisation has drawn up the following Young Persons Risk Assessment to ensure the health, safety and welfare of the student:

• Students/volunteers are required to sign in and out of the premises daily for fire risk purposes.

• Students/volunteers will be given an induction on their first day that will include Health and Safety (Appendix 4)

• At no time will the student/ be left alone on the premises

• Students/volunteers must remember they are working with children and ensure they have an understanding of the requirements of the Children Act

• Students/volunteers will work with the children only under the supervision of a member of staff

• Students/volunteers with sickness and diarrhoea or any contagious disease must not attend whilst ill and must not return to the placement until two full days after recovery

• No kitchen work will be carried out by the student or volunteer unless training is undertaken beforehand

• Students/volunteers may help with cookery demonstrations

• Students/volunteers will not be involved in dispensing medication or administering first aid

• Students/volunteers will not toilet or bathe children

• Students/volunteers may use equipment such as a photocopier or laminator after instruction

• Students/volunteers are reminded that they should not allow anybody onto the premises but notify a member of staff if someone wishes to enter

• Students/volunteers may assist on educational trips/visits off site

• It is not permitted for students/volunteers to take photographs or images by any method on this placement without the permission of the headteacher

• Students/volunteers will not lift heavy weights but manual handling training will be provided for lighter weights if required

• Students/volunteers must be aware of potential slip and trip hazards around the workplace

• Students/volunteers are reminded that exposure to sunlight can be harmful and they should take all necessary precautions if working outdoors to wear sun block, screens and appropriate clothing

• The use of mobile phones and personal music equipment are not allowed during working hours without prior approval of the headteacher

• In line with current laws, smoking is not permitted on the premises or within the grounds and employers are reminded that students under the age of 18 should not be smoking on placement.

• The number of hours worked by the student/volunteer should not exceed 37 hours per week (standard 7 to 8 hour day)

• Students/volunteers are classed as employees for insurance purposes and will be subject to Health & Safety regulations that legally require them to take proper care of themselves and others. It is also an offence to misuse or interfere with anything provided in the interests of Health & Safety

• Students/volunteers must NOT enter areas designated as off limits or use/interfere with equipment also considered as off limits. Students/volunteers may not be supervised at lunch time and may leave the premises. Travel arrangements to and from the placement are the responsibility of the student/volunteer.

Equality Statement

At Newport Infant School and Nursery we actively seek to encourage equity and equality through our teaching. As such, we seek to advance the equality of opportunity between people who share any of the following characteristic:

- gender;
- ethnicity;
- disability;
- religion or belief;
- sexual orientation;
- gender reassignment;
- pregnancy or maternity.

The use of stereotypes under any of the above headings will always be challenged. Inclusion Our school is an inclusive school. We aim to make all pupils feel included in all our activities. We try to make all our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities with all other pupils. We acknowledge the need for high expectations and suitable targets for all children.

APPENDIX 1

Application for Students from Schools/Colleges/Universities

Surname	
First Name	
Home Address with Postcode	
Date of Birth	
Mobile Number	
Email Address	
Name of School/College University/ Current Employer	
Address of School/College University/ Current Employer	

Newport Infant School and Nursery is committed to Equal opportunities. If you consider that you have a disability or medical conditions relevant to your potential placement at Newport Infant School and Nursery, please provide details of any assistance you may require:

Start date of placement requested	
End date of placement requested	

Days of Week Requested	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Please tick					

Year Group preferred	**Nursery Class**	**Reception Class**	**Year 1 Class**	**Year 2 Class**
Please rank preferred from 1 – 4.				

Please tick type of placement requested:

Work experience as directed by school/college (Under 16 years old)	**Placement as directed by College/University supporting an educational course of study**

If on a course of study, please provide details below:

Please explain what you want to achieve from your work experience placement, including how this could benefit the children in our school:

How did you hear about Newport Infant School and Nursery:

Please list below any siblings/family members that currently attend Newport Infant School and Nursery or any staff members:

Newport Infant School and Nursery is committed to protecting the privacy and security of your personal information. A copy of our privacy notice for volunteers can be found on our website www.newportinfants.co.uk

Applicable to those students <u>aged 16 and over</u> on placement as supported by their school/college/university:

DBS Number (if held yet)	
DBS Issue date	

The Department for Education has issued supplementary advice to its "Keeping Children Safe in Education" statutory guidance and details a new requirement for childcare disqualification checks to be carried out on relevant staff working in schools and academies.

Please note that a placement will not be confirmed until a DBS and ID are seen and verified and references along with a letter of assurance is received from the applicant's place of study.

Furthermore, along with this application a Childcare Disqualification Regulations Declaration From will need to be completed (Appendix 2)

Please complete fully and return a signed copy of this application by hand or email to a2074@telford.gov.uk

Newport Infant School and Nursery

Granville Avenue

Newport

TF10 7DX

Signature:_____ **Date:**_____