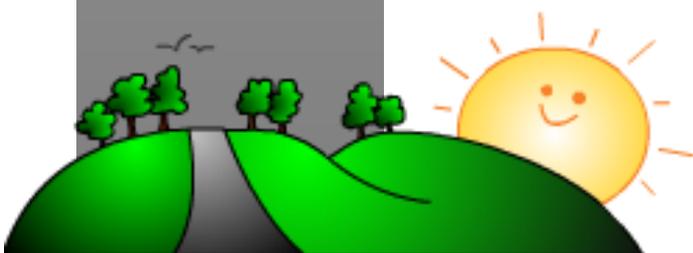


Work Placement Policy

January 2015



**Eaton Valley
Primary School**

RATIONALE

The school is often asked to accommodate work placement placements for young people either on a week, 2-week work experience or for a short period of time. Sometimes we are asked to provide a work placement for ex pupils of the school on their non-contact days. We are only able to provide placements if a teacher is able to act as a Mentor Teacher for the entire time of the placement. This policy outlines Eaton Valley's procedure for protecting the health and safety of young persons who visit the school's premises as part of a work placement or training scheme.

DEFINITION

A young person is someone under the age of 18 years. The Health and Safety (Young Persons) Regulations 1997, requires that a specific assessment is made of the health and safety risks that the young person may be exposed to whilst at work. Eaton Valley is legally required to take particular account of the young person's lack of experience of work place safety and the additional problems that may be caused by stress, strain or fatigue. Appropriate allowances must be made. Young persons over the age of 16 will need to produce an enhanced Criminal Records Bureau (CRB) Disclosure if the placement is longer than 10 days.

LIMITATION OF WORK UNDERTAKEN

The majority of our work can be classified as low risk. The school does, however, undertake some higher risk activities such as maintenance work. Within the school's buildings certain higher risks are undertaken by the site manager, cleaning and catering contractors. Under no circumstances is a young person permitted to undertake any of these higher risk tasks or visit unaccompanied to the school kitchen and boiler rooms.

MENTOR TEACHER'S RESPONSIBILITY

- _ Any young person undertaking work placement has a Mentor Teacher provided who will assist and guide the individual at all times.
- _ It is the responsibility of the Mentor Teacher to take responsibility for the young person's health and safety.
- _ The Mentor Teacher should arrange an interview prior to the placement to discuss conduct at work, procedures, timings and health and safety issues.
- _ An escorted walk of the emergency fire evacuation procedures including the locations of the nearest exits and the assembly point should be undertaken by the Mentor Teacher. Information on the accident reporting system and location of First Aider should be given. A disclaimer form should be signed by the young person following this briefing.
- _ Regular checks should be made to ensure that the young person is able to cope with the hours of work required.
- _ If at any time the individual is concerned about any issue they should feel free to voice that immediately to their Mentor Teacher.

MANUAL HANDLING

Movement of heavy objects is carried out by the Site Manager and should not be undertaken by young persons.

SMOKING

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

WORKING HOURS AND REST BREAKS

Mentor Teachers should ensure that they work within the school core hours of 8.45 to 15.30 hrs.

It is particularly important to ensure that sufficient time is allowed for children still at school and attending our school as part of a work experience placement to travel home safely avoiding the hours of darkness. Young persons must not be left to work in isolation.

INSURANCE

Children on work experience are covered by the School's Liability Insurance whilst on the premises. Insurance whilst travelling to and from the site should be covered by the LA's public liability and personal injury insurance.

DISABILITY

If the young person has disabilities the school will undertake all reasonable measures to accommodate these needs. It is the responsibility of the Mentor Teacher and Headteacher to ascertain any additional measures required to accommodate these needs.

This policy will be reviewed every 4 years or sooner whichever is appropriate

Signed

A handwritten signature in black ink, appearing to read 'Andrew Smith', with a stylized flourish at the end.

Andrew Smith

Chair of Governors