

STOWUPLAND PRE-SCHOOL AND THE MIGHTY OAKS

Work Experience Policy

Statement of Intent

This guidance, provided by Suffolk County Council, has been adopted by our setting as a safeguarding policy for the protection of both young people and staff members who come into contact with them while on work experience. We will ensure that all staff having contact with students are made aware of, understand, and act on the policy.

Touch

Touch should be avoided wherever possible. However there may be occasions when touch is unavoidable (eg. When applying first aid or when guiding a young person in carrying out a technical operation). Such situations should be kept to an absolute minimum, be clearly necessary in the context of the work activity and be clearly explained to the young person in advance.

Behaviour

Whilst it is important to reassure a young person who may be nervous and will be particularly reliant on your guidance, you should avoid being over-familiar. Never permit 'horseplay' which may cause misunderstanding, embarrassment or fear. Always ensure that colleagues are aware of your location when you are working with a young person.

Environment

Where possible, avoid being on your own in an isolated or closed environment with a young person. Never be in a room with the door locked and ensure that the young person can see their own means of escape. It is inappropriate to expose young people to sexualised or violent images.

Travel

In situations where a young person will be travelling with an adult during the placement, ensure that there is a known destination and check-in times with a third party. It is a good idea to make available a mobile phone (or equivalent) in such situations.

Mentor

Those placed immediately in charge of young people should be competent in their work-role, mature in their attitudes, and yet, at the same time, feel 'at ease' with young people. Check with your Leader if you do not feel comfortable with the above requirements.

Disclosure

Situations in the workplace that give rise to concern over the welfare of a young person must be reported to your Leader. Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your Leader who will pass on your concern to educational agency responsible for the student's overall welfare – this will normally be a school.

Disqualification

The setting is required by law (the Criminal Justice and Court Services Act 2000) to protect children from harm. Staff asked to take responsibility for students must inform their Leader if they are disqualified from working with children. Following a review of the situation, the setting will decide whether or not the placement should go ahead, and, if so, with what additional safeguards.

This policy was adopted at an AGM of Stowupland Pre-school and The Mighty Oaks.

Held on (date)..... Review date

Signed on behalf of the Pre-School (Chairperson).....