



TRCA Primary School Work Placement Policy

Responsible for policy:
Chair of Directors

Core Committee 3

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Definitions

In this **Primary School Work Placement Policy**, unless the context otherwise requires, the following expressions shall have the following meanings:

- I. **'The Romero Catholic Academy'** means the Company named at the beginning of this **Primary School Work Placement Policy** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- II. **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- III. **'Board'** means the board of Directors of the Romero Catholic Academy.
- IV. **'Chair'** means the Chair of the Board or the Chair of the Local Governing Body of the Academy appointed from time to time, as appropriate.
- V. **'Governance Professional'** means the Governance Professional to the Board or the Governance Professional to the Local Governing Body of the Academy appointed from time to time, as appropriate.
- VI. **'Chief Executive Officer'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- VII. **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- VIII. **'Local Governing Body'** means the governing body of the School.
- IX. **'Governing Body Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- X. **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- XI. **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- XII. **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- XIII. **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.

1. Introduction

This policy outlines the approach to work experience placements for any secondary students within any of our Catholic Primary Schools. It aims to provide students with opportunities to gain practical, real-world experience in a working environment within our primary schools, helping them to develop employability skills, understand career paths, and build confidence, whilst also maintaining certain standards for our children school in Nursery to Year 6.

Work experience is an integral part of our students' entitlement to CEIAG (Careers Education, Information, Advice and Guidance) and this clearly supports Gatsby Benchmark 6 "Experiences of Workplaces" which states: every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.

<https://www.goodcareerguidance.org.uk/the-benchmarks>

2. Expectations for the secondary student on placement

1. Professional Conduct:

- Students are expected to behave professionally at all times.
- Respect for all staff, students, and school property is mandatory.

2. Punctuality and Attendance:

- Arrive on time and attend all scheduled days.
- Inform the school in advance if you are unable to attend due to illness or other valid reasons.

3. Dress Code:

- Follow the school's dress code or wear appropriate professional attire.
- Ensure your appearance is neat and tidy.

4. Interaction with Pupils:

- Engage positively and respectfully with primary school pupils.
- Support the classroom teacher/ teaching staff and follow their instructions.

5. Confidentiality:

- Maintain confidentiality regarding all pupil information and school matters.
- Do not discuss pupils or school issues outside of the school environment.

6. Placements:

- Year 10/11 will only be placed in Key Stage 2
- Year 12/13 will be placed in Key Stage 2 but a request for KS1 or EYFS would be considered for students demonstrating suitable maturity to work with younger children.
 - Please note the requirement for an enhanced DBS for anyone over 16 years in EYFS.

3. Briefing students in the secondary school prior to placement

- The Career lead at the secondary school will be asked to brief the students prior to the placement.
- Each school has a different way of applying for a placement in a primary school so this approach needs to be flexible for each setting.
- We request that the primary placement provides brief students on their first day of induction on health and safety; how to identify hazards and control measures that can be put in place to reduce the risk of injury or accident. This is usually done by the Designated Safeguarding lead (also shortened to **DSL and or the School Business or Office Manager**).

4. Safeguarding our pupils in the primary school

- Guidance from the Disclosure and Barring Service (DBS) and the Department for Education in the document “Keeping Children Safe in Education” indicates:
 - Pupils below the age of 16 cannot have a DBS check undertaken.
 - It may be appropriate for barred list checks to take place on individuals who supervise such a placement. Consideration should be given to whether the person providing the supervision will be unsupervised and how frequently they are providing the supervision. If it is more than 3 days in a 30-day period, then it is likely to require a check. This check can be in the form of a barred list check. ¹
 - For students aged 16 or over, where the placement is in a “specified place” (such as a school, children’s home, childcare premises), the placement provider “should consider whether a DBS enhanced check should be requested.”
 - Separate government guidance suggests that students aged 16 and over, who will be undertaking a placement in Health Care, or the Early Years sector should have an enhanced DBS check. Time should be allowed for this to be undertaken in advance of the commencing placement. (This refers to “[16 to 19 study programmes guidance: 2024 to 2025 academic year - GOV.UK](#)”). It is recognised that the issue of safeguarding refers both to the pupils undertaking the placement as well as service users who attend such specified places. Whichever way it is viewed, the advice of maintaining “reasonable supervision” should be considered central to protecting both parties. Further details are here:
 - [Early years foundation stage \(EYFS\) statutory framework - GOV.UK](#)
 - [Industry placements - GOV.UK](#)
 - [Keeping children safe in education - GOV.UK](#)
- All placement providers will be given guidance prior to the commencement of the placement which highlights good practice for safeguarding staff and how to report a safeguarding concern.

- The Romero Child Protection and Safeguarding Policy applies in all work experience arrangements which take place during term-time only in line with the guidance set out in [Keeping children safe in education - GOV.UK](#)
- Young people must know they will be listened to and believe if they report any concerns. They must know that when on work experience, they must report any concerns to the **DSL**; the primary school place of work experience must ensure this is understood by the student beforehand.

5. Raising a concern

- If, whilst on work experience, a pupil discloses anything that gives you reason to suspect that they may be at risk of harm, you should:
 - carefully and take what is being said seriously;
 - Tell the student you have a duty to report concerns;
 - Tell the student you cannot promise confidentiality;
- Contact the **DSL** who will most likely carry out an investigation, and tell them exactly word for what what was said by the pupil disclosing.

6. Mobile Phones Policy

- **Mobile Phones** must be **retained in the Office or an alternative suitable place on site**:
 - Students on placement must hand in their mobile phones to the school office at the start of each day.
 - Phones will be securely stored and can be collected at the end of the school day.
 - In case of emergencies, students can use the school office phone or request access to their mobile phone.

Signature

Name of the DSL to contact in the event is: _____

Name of the point of contact during the student placement: _____

I will adhere to the expectations outlined on this policy

Name of Secondary student on placement: _____

Secondary school: _____

Signed: _____

Date: _____