



# The Meadow Community Primary School and Pre-School



**Head Teacher:** Mrs K McGovern  
**Deputy Head Teacher:** Mrs C Smith  
**Assistant Head Teacher:** Ms L Allen

Meadow Way, Wigston, Leicester, LE18 3QZ  
admin@meadowcommunity.leics.sch.uk  
T: 0116 288 7227  
F: 0116 281 3610

## Work Experience and Volunteering Policy

This policy sets out our commitment to:

- Work experience for young people and adults
- Student placements for trainee teachers and teaching assistants

Work experience is defined as: "...a placement on an employer's premises in which a pupil or adult 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 and student placements make an important contribution in ensuring that learners receive a broad, balanced and coherent curriculum. We value the role of work experience in the learning and development of young people and adults and will do all we reasonably can to support this process.

The Meadow Community Primary School endorses the view that the main purpose of work experience/school based placements should be as a means of achieving learning outcomes and/or supporting the curriculum of each learner.

We accept our responsibility for a duty of care, both legally and morally, for young people and adults on work experience/school based placements. Work experience/school based placements should be made equally available to all, irrespective of academic ability, race, gender, age, disability, religion and belief, ethnicity, national origin or sexual orientation.

All pupils and students based at the school on work experience/school based placements will be given:-

- An induction on their first day which will include Health & Safety and Safeguarding.
- Learners under the age of 18 and vulnerable adults will be supervised at all times by an appropriate, competent, responsible and experienced person.
- Trainee teachers and teaching assistants will have a learning mentor who is appropriately experienced and qualified to the position.
- All pupils and adults based in school on a work related learning placement will be given meaningful work suitable for their age, level of experience/qualifications, ability, physical limitations and maturity.

The school is committed to the Safeguarding of all children and promoting the welfare of children and therefore, in accordance to the regulations stated in the document, 'Safeguarding Children and Safer Recruitment in Education', all adult volunteers will require:-

- An enhanced DBS Disclosure,



- Identity check,
- Check on the 'Prohibition Register and 'Barred List',
- Right to Work in the UK

September 2017

Agreed by the Local Governing Body on 14<sup>th</sup> September 2017

A handwritten signature in black ink, appearing to read 'Steve Lilley', written over a horizontal line.

Signed

Mr. Steve Lilley Chair of the Local Governors

To be reviewed in September 2020