Luston and Shobdon Community Primary Schools Federation

including Luston Nursery

Student Placement Policy

Last reviewed	**24 September 2026**
Renewal due	**September 2027**

This policy was ratified by our Governors and disseminated to all staff.

Work experience is an important part of preparing students for employment. It enables students to learn about the world of work in a real-life working environment. With this in mind, the Luston and Shobdon Community Primary Schools Federation is supportive of students from schools and colleges wishing to undertake their work experience at either site.

Information Prior to acceptance

It is the responsibility of the Executive Headteacher or the Head of School to ensure that the Federation receives adequate information on prospective work experience students, prior to them being accepted as suitable candidates to work with our pupils. Safeguarding of children must be at the forefront of every decision made with regards to accepting students.

First Day Induction

It is the responsibility of the Executive Headteacher to ensure that any student invited into the school environment is given proper basic training/ briefing on the following subjects, for their own safety, and that of school pupils and staff:

- Behaviour Management
- Child Protection
- Code of Conduct
- Confidentiality
- Dress Code
- Fire / Emergency Evacuation Procedure

- First Aid procedures v Health and Safety
- Use of mobile phones

Students should be assigned to a mentor who will be their first point of contact during their time with the school.

Confidentiality

During a placement at either Luston Primary School or Shobdon Primary School, it must be stressed to students that all conversations and any documentation they may have access to, is strictly confidential and should be treated as such.

Signing in

Students must sign the visitor's log each day on arrival and departure.

What students should do while on work experience

As far as possible, students should undertake real tasks to give an idea of the work carried out by teaching staff. They should be offered a basic understanding of how teachers organise their day to meet the needs of the national curriculum. Students should be encouraged to display any particular skills they may have to enhance children's learning in the class they are working with, wherever appropriate.

What staff mentors should do

Staff must take responsibility for overseeing all tasks that any work experience student undertakes with pupils by ensuring students are;

- never placed in a situation whereby their own safety or that of children may be comprised
- never left to work alone with children out of the vision of another member of staff
- given clear explanation of the duties expected of them at a pre-placement meeting
- encouraged to take an active part in a variety of learning activities
- given direction and advice to enable them to perform to the best of their ability
- offered opportunity to incorporate any specific talents they may have into lessons
- monitored with a view to offering feedback to their schoolwork experience co-ordinator during an on-site visit

At the end of the student's work experience placement, a member of the Governing Body or a member of the Leadership Team may, if deemed appropriate by the Executive Headteacher, conduct an "exit interview" of the student to gather feedback to assist any possible future placements within the school.

Student Restrictions while on work experience

There are limitations to the type of work that students can experience whilst on their work experience with the school. Students must**:**

- never put oneself in a position where one is left alone unsupervised with children

- only take pictures of unidentifiable children with the consent of the class teacher/mentor
- not use any language deemed unacceptable for our children
- ensure their clothing is suitable for the school environment

Equal Opportunities

All students wishing to carry out their work experience within the Federation will be given equal consideration in line with our Single Equality Scheme and the equal opportunities ethos of the school.

Financial Implications

Students on work experience do so voluntarily and therefore are not entitled to any payment for services.

Complaints / Concerns

Any complaints or concerns regarding students during their time in a school should be immediately addressed to the Executive Headteacher or Head of School, who will then contact the students work experience/placement coordinator.