

ST JAMES' WORK EXPERIENCE STUDENT POLICY

This policy has the School's Motto at its heart.

**Faith in action,
Growing together,
Walking in the footsteps of Christ**

The school requires all students, work experience students and volunteers to:

- Provide a challenging and stimulating learning experience and environment that enables children to reach the highest standards of personal achievement;
- Be good role models – punctual, well prepared, appropriately dressed and organised;
- Establish links with the community;
- Work collaboratively and in line with the school ethos, with common aims and practice.

Dress Code

At St. James' we ask the pupils to come to school smartly dressed, in school uniform, so that they feel a sense of belonging to a community that is committed to high standards in all aspects of school life, starting with their attire. It is therefore appropriate that all staff are asked to dress professionally and act as good role models. It is recognised that teaching can be very physical, particularly if you are moving around with children, but clothes can be practical and smart.

Appropriate dress would include for example: -

Male – a clean, pressed shirt with smart trousers or a suit and a tie if preferred.

Female – A smart dress or blouse that is not low cut or see-through, skirts that are of respectable length or smart trousers.

Clothing that is not suitable includes: vest tops or any tops with thin straps, tops that are low cut, combat style trousers, jeans, see through items.

Staff should wear suitable clothing for Forest School and sport clothes can be worn for PE as appropriate.

Playtimes

Playtimes should be approached positively. Take the opportunity to walk around in order to gain an overall view of the children. Walking around enables you to prevent incidents and accidents before they occur. Students are expected to foster an atmosphere of mutual respect and to avoid shouting at children as this is not effective in the long term and can build resentment. Students must not carry hot drinks around the building during the course of the school day. Hot drinks are only permitted on the playground if they are in a plastic non-spill container specifically designed for the purpose. Cold drinks may be drunk in paper or plastic cups. Mobile phones must not be used by students whilst on duty. Please refer to The Mobile Phone Policy. Playground equipment should be monitored at all times during playtime. Bullying, both verbal

and physical, is not tolerated and neither is swearing. Any games that are considered rough and are likely to result in injury should be stopped and children asked to find alternatives.

The staffroom

School Work Experience students are asked to use the classroom that they are based in for their break and lunch. University students are welcome in the staffroom. All students are welcome to go offsite for their lunch.

In the classroom

Students are required to follow the teacher's guidance. University students are not required to cover classes but are required to teach planned lessons set out based on the university requirements between the class teacher and the student.

First Aid

Any First Aid issues should be referred to the Paediatric First Aiders or the First Aiders. Please make yourself aware of who they are. First Aid Boxes are available throughout the school.

Sick procedure

If a child is sick the caretaker will need to be notified in order to ensure that germs are contained as far as is practicable.

Social Networking

Students must not accept pupils on social networking sites. Students must not post anything on their social networking site that refers to the school or post any unprofessional comments that may reflect badly upon themselves or colleagues and subsequently the school. Any breaches of this must be reported. Any students who act unprofessionally and causes the school concern in respect of their use of social networking sites, will be dismissed.

Health and safety

Details of children with SEND are displayed on the classroom wall. Please be aware of these children. Students should be aware of anything that might affect the health and safety of the children and report hazards immediately to the Caretaker. Any jobs that need to be carried out by the Caretaker can be noted in the 'odd job' book, which is kept pinned up outside the Caretaker's office. Children and students should not carry heavy objects around the school. Anyone requiring assistance should seek help from the Caretaker. Please consult the school's Health and Safety Policy for further information.

Medicines

Children who are on medication but well enough to attend school have their medicines administered by the secretary. Parents must fill in a form giving the secretary permission to administer the medicine and must inform the class teacher. The medical forms are kept in the secretary's office with the accident book. Medicines are stored safely in a medicine cupboard in the secretary's office. Antibiotics are kept in the staffroom fridge. Epipens are kept in the green First Aid Bag on the back of the classroom door and spares are kept in the office. Asthma preventatives are kept in the green First Aid Bag on the back of the classroom door. Incidents of medical concern should be reported to the Head teacher. Extreme emergencies will result in an ambulance being called and parents being contacted.

Allergies

St James' aims to be a nut free school. Details of children with allergies are located on the classroom wall.

Fire/lockdown regulations

Students should familiarise themselves with the fire evacuation/lockdown procedures. When the fire alarm sounds, the children should be evacuated quickly and quietly from the area they are in and they should assemble in the KS2 playground. In the event of a lockdown, students should encourage the children to silently get under their desks and wait until another order is given.

If students have any concerns that they cannot speak to their class teacher about they should speak to Sophie Martin or Lisa Weeks.

This policy will be updated in line with any new developments in the school and/or any new government guidance.

It was last reviewed in: autumn 2021 and it will next be reviewed in: autumn 2024

This statement of policy was approved by the Governing Body at their meeting on:-

Date: _____ 12/10/21 _____

Signed:

_____ *Mary Hutchinson* _____ (Chairperson)

_____  _____ (Head teacher)