



Work Experience/ Voluntary Placement Handbook

Placement Co-ordinator: Mrs Perkins



INDUCTION

This handbook is for reference purposes and to support you as a volunteer or pupil on work experience during your time at St Maria Goretti Catholic Academy. We look forward to working with you.

- Prior to starting your work experience the school/college will contact the School to arrange for Student placements
- The student is to apply by letter to the school and complete the pre-placement questionnaire
- A letter of confirmation will then be sent to you and your school/college
- Students may be advised to attend a pre-placement briefing with the designated staff member)
- Preferences for age groups and specialism's will be discussed at the pre-placement briefing or can be submitted onto the pre-placement questionnaire as additional information
- At the end of the first day ALL students must meet with the designated member of staff to discuss your first day
- It is the responsibility of the student to inform the class teacher of the details of the work experience journal
- At the end of the placement the designated staff member will discuss with you any matters arising or support for the future

DRESS CODE:

- Smart work wear: no thin strappy tops or short skirts / shorts
- No excessive jewellery or body piercings on show
- Suitable footwear- trainers only to be worn for PE sessions with the pupils
- Personal belongings- mobile phones must remain off/silent and only used on lunch breaks
- No jeans or strappy bare midriff tops
- Tattoos must be covered up at all times.

START/END OF DAY:

- Students should arrive by 8:30am and report to the main office (sign in the visitors book)
- Students to remain at school until at least 4pm with their allocated staff member
- At the end of the day please sign out at the main office

PARENTS WITH CHILDREN IN SCHOOL

- When dropping off or collecting your child you must do so by the usual entrance to your children's classroom and not through internal doors/ corridors.
- Please ensure that your behaviour within school remains professional and that if you have any queries, concerns or questions about your child whilst on your placement, contact the school office and arrange to notify the teacher or arrange a discussion with them at a suitable time.

CONDUCT:

- Please refer to our Code Of Conduct for Adults in School (see attached)



ROLES AND RESPONSIBILITIES:

- Students are expected to uphold the Catholic ethos of the school
- Students are expected to participate in lessons under the supervision/direction of the class teacher, whether that be individual or small group work
- Students are encouraged to take an active role during their placement
- Students are expected to complete their 'journals' independently and ask for support/signatures where appropriate from the designated member of staff
- You are not insured or permitted to undertake playground duty whilst on volunteer or school/college placements, you may accompany the teacher on duty if you so wish, however, please ask for their permission first. This remains at their discretion.

STUDENT ABSENCES:

- Both St Maria Goretti Catholic Academy and the students' school/college should be notified ASAP
- Failure to notify the school on a regular basis may mean that your placement is ended.

SCHOOL DETAILS:

- TELEPHONE: 01782 234737 Please ask the school secretary to inform the appropriate member of staff: class teacher and school placement coordinator.

HEALTH AND SAFETY:

- Fire bell: Please ensure that you know where the nearest fire exit is
- Hot drinks should not be carried around classrooms or in corridors
- In the event of an accident pupil/student please refer to the nearest First Aider
- Medicines are to be kept at home or in a safe place (out of the reach of children)
- Please ensure that you sign in our visitor's book on entry/exit to the school. (each day)
- Please ensure that you have given emergency contact details to our business manager.

BREAK FACILITIES:

- Students/volunteers may use the facilities in the community kitchen (times to be arranged with the class teacher)

ADDITIONAL INFORMATION:

- Towards the end of the placement students will meet with the designated staff member
- See also School Prospectus
- Adults are expected to model positive attitudes and behaviour at all times by observing the school's 'Code Of Conduct for Adults in School', which applies to any adult in the school, inclusive of work experience students.
- The school operates a zero tolerance of bullying or racist comments.
- Additional information can be sought from the business manager e.g. OFSTED report, policies



SAFEGUARDING

The school follows a very strict safeguarding policy. All adults will be List 99 checked and when necessary DBS checks completed prior to their admission into the school. You will need at least three forms of identification for this.

All placement visitors to the school will be made aware of our safeguarding procedures.

Whilst working with and around the children if you are concerned by anything that you witness please speak to the class teacher and school safeguarding officer immediately.



It is the responsibility of the student/volunteer to read and follow school policy.

Code of Conduct for Adults in School

At St Maria Goretti we recognise and value each individual, made in the likeness of Christ. Staff strive to apply the Gospel values of respect, justice and tolerance in our daily interaction with children, colleagues and visitors to the school. In order to achieve this we have negotiated and agreed this code of conduct to which we aspire, in order to fulfil our daily mission in maintaining a happy, harmonious and successful learning community.

Be a positive role-model for students, colleagues, parents and visitors

- Listen to and value each individual.
- Acknowledge the feelings and anxieties of others.
- Wear smart, appropriate clothing (*see dress code for guidance*)
- Maintain confidentiality at all times, including off-site.
- All complaints should be dealt with in the appropriate manner, either in private or within a formal meeting. Avoid public displays of negative attitudes or behaviour.
- Maintain a positive outlook and approach; praise and encourage children for their efforts, behaviour, and achievements.
- All staff are expected to remain vigilant about the safety and well-being of all pupils in and around school. Any concern about any child must be reported to the designated safeguarding leader, or her deputy.
- Report any inappropriate attitude or behaviour, in accordance with the 'whistle-blowing' policy in order to maintain consistency of practice in keeping children safe and preserving their positive well-being and relationships with staff.
- Staff should address colleagues formally and professionally within the public domain.

Respect the right of every child to privacy.

- **Never** discuss individual or groups of children in view or hearing of other pupils or adults. Show discretion and sensitivity.
- It is school policy that any incidents involving students, or family, of members of staff are dealt with by other colleagues.

Communication and Social Networking

Staff are not permitted to use social networking sites or online blogs to make comments on any issues related to the academy, its activities, its pupils, parents, partners, colleagues, or governance. Any member of staff with knowledge of inappropriate use of social networking by pupils, or has any concern regarding the safety or vulnerability of any pupil using the internet – either in or outside of school- must report it to the designated safeguarding officers.

Parents are encouraged to discuss any concerns or complaints with school staff. In discussing issues or concerns with staff in school, it is expected that parents and visitors follow the school ethos of respecting the dignity of other adults and children. Use of social network sites to make public or personal comments about the school, or staff, or the disclosure of personal information about individuals is strongly discouraged.



The school operates zero tolerance regarding any form of negative behaviour including: racial abuse; sexual harassment, prejudice, extremism, radicalisation, threatening behaviour or aggression towards members of staff, or any other persons on the premises. Such incidents will be reported to the chair of the Academy Committee, resulting in the issue of a ban from the school premises, or in more serious instances, referred to Staffordshire Police.



PRE-PLACEMENT QUESTIONNAIRE

To be submitted along with a letter of application to request a work experience/voluntary placement.

Name:

Place of work/study: (name, address and name of contact)

Section 1:	What are the main reasons for requesting a placement at St Maria Goretti Catholic Academy? Please give a brief explanation
Section 2:	Have you had any previous experiences of working with children? If so please give details
Section 3:	When do you wish to commence your placement? Please give dates of the work experience week. If you are attending a college course please give days you are available to attend
Section 4:	Please give details of any qualifications relevant to working with children

Please return to the Business Manager in the main office.

The designated member of staff (Mrs Perkins) will then contact you.

If this is for a voluntary placement please give days /times when you are available to come into school.



I the above agree to maintain confidentiality of the pupils/staff I am working with.

SIGNED:

DATE:



Placement agreement:

- ✓ I have read and fully understood the information within the School Placement Handbook.
- ✓ I am aware of the schools safeguarding procedures and my responsibility and accountability whilst on placement at St Maria Goretti Catholic Academy.
- ✓ I am aware that all information made available to me is confidential and shall remain so.
- ✓ I am fully aware of the health and safety procedures and fire evacuation procedures.
- ✓ I have read and understood the Adults in School Code of Conduct and will adhere to this at all time.

Date: _____

Signed: _____



CONFIDENTIAL CONTACT DETAILS

	PLEASE TICK
STAFF	
VOLUNTEER	
WORK EXPERIENCE	
STUDENT PLACEMENT	



Name			
Address			
Telephone Number	Home Mobile Email		
Date of birth			
Car Reg.		Make/Model/Colour	
Name of Doctor			
Address of Doctor			
Medical Conditions			
Please give below the name and address of your next of kin or person who can be contacted in the event of an emergency in school hours			
Name of emergency contact			
Emergency Contact telephone numbers	Home Mobile Work		
Relationship			