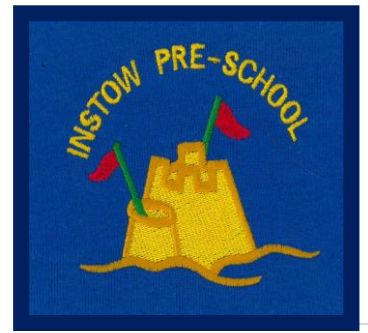


Instow Community Primary and Pre-School

Student Placements (Year 10
students on Work Experience)



The School and Pre-School welcomes all 'Work Experience' students and will do its best to provide them with an understanding of the practices and policies, guidance and opportunities to work with the children.

- Students must sign in at the school office on arrival
- Mobile phones including all technological devices with imaging and sharing capabilities e.g. smart watches to be handed in to the school office on arrival or, students will be asked to turn off their mobile phone/electronic devices if they wish to keep it with them. Students are not allowed to use their own mobile phones/devices anywhere in the Early Years Unit/Main school.
- Students are not counted in the adult/child ratio
- Students are not allowed to take children to the toilet
- Instow School/Pre-School has a valid Employer and Public Liability Insurance and, if applicable, will inform the insurers when taking students on placement
- Familiarise volunteers with the building, health and safety, fire and evacuation procedures
- Policies should be read and carried out
- Safeguarding, Prevent Duty and Fundamental British Values
- All students will be informed about the Pre-School's 'Safe Lifting' poster in the policy file
- Confidentiality must always be upheld
- Students are never left on their own with a child. Staff accompany students at all times

** All students on work experience must complete form RA28 – copies kept at school (refer K Graves - Health & Safety Officer)

Policy reviewed and updated June 2025

Signature of Chair of Governors

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The Policy will be reviewed June 2027