



'Believe. Achieve. Be Proud.'

Lyngford Park Primary & Nursery School

Work Experience Policy

Signature *Nick Arnold* Headteacher Date: January 2026

Signature *Faye Forsyth* Chair of Governors Date: January 2026

Mission Statement

Our values-based school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do.

Our children learn to become resilient and self-assured in an environment where safety is outstanding. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

Vision Phrase: Believe, Achieve, Be Proud

Statement

Work experience provides several benefits for children. It enables students to learn about the world of work in a real-life working environment. Lyngford Primary School is supportive of students from other establishments wishing to undertake their work experience here.

When we accept work experience students they will be inducted, supervised and safeguarded whilst on their work placements.

Information Prior to acceptance

It is the responsibility of the Headteacher and establishment sending the student the school receives adequate information on prospective work experience students **prior** to them being accepted as suitable candidates to work with our pupils. Pupil safeguarding must be at the forefront of every decision made with regards to accepting students.

Process of requesting a Work Experience placement

An initial request for a work experience placement should be contact:

[Lyngford Park Primary School & Nursery](#)

Once received, availability will be checked and a request for a letter from the college/school for placements confirming the suitability. For those students 16 years and older, a work experience, a bridging letter will also be sent to the school/college. On completion and once all safeguarding obligations are met an offer of work experience will be confirmed.

The student will be required to meet with our Work Experience Coordinator **prior** to placement, whereby an induction, work experience handbook, tour of the school, work experience code of conduct and any necessary policies will be provided. The student must also provide photo ID.

Health and Safety of Work Experience Students

We have primary responsibility for the health and safety of the student during their placement and will be managing any significant risks. Under health and safety law, work experience students are our employees and as such are treated no differently from any other employee.

Work experience students are covered by our existing liability insurance policy. A risk assessment for work experience students has been completed and is available on request. Students are given and must sign our work experience code of conduct (see appendix 3) to show they have understood expectations and will abide by these requirements.

• **Whilst on placement, providers should:**

- Ensure the student receives adequate induction including first aid instructions at the start of the placement/first day (Home School Link Worker)
- Safeguarding procedures and reporting (DSL/DDSL)
- Nominate a mentor to work with the student (Home School Link Worker)
- Ensure students are made aware of the work activities involved and any associated significant risks (class teacher)
- Ensure students know who has day to day responsibility at the workplace for supervising them, and who (if different) has overall responsibility for their health and safety (Headteacher)
- Ensure they are provided with adequate supervision (class teacher)
- Ensure students are informed of any prohibited activities/areas in the workplace
- Notify parents and inform the school/college as soon as possible of incident/accident involving the student (SLT)
- Ensure students are informed of fire safety arrangements on their first day (office)

Safeguarding

Enhanced Disclosure and Barring Checks (DBS)

Dependent on the age of the student. Pre-16 students are not legally required to undergo DBS check/ disclosure.

Older students (16-18) who are undertaking work experience as part of their 16 – 19 study programme will need to have an enhanced DBS with Children's Barred List Check before starting on their placement.

Therefore, the DBS status of older students must be established before the placement begins by the Headteacher in discussion with the student's school/college.

For all students over the age of 16 it is their responsibility to ensure a current enhanced DBS with Children's Barred List check has been completed and DBS number provided to Lyngford Park Primary School prior to commencement of placement. Failure to supply this information means we will be unable to accommodate a placement.

Our Safeguarding Responsibilities

The placement provider should take account of the young person's social as well as physical welfare during the placement. HSE have produced guidance on the specific factors to consider. Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure young people employed by them are not exposed to risk due to:

- lack of experience

- being unaware of existing or potential risks and/or
- lack of maturity

Placement provider should do all they can to ensure their relationship with student on work experience are appropriate to their age, religion and gender, and do not give rise to comment or speculation. All attitude, behaviour and language require careful thought and consideration.

Students will be made aware of the schools Designated Safeguarding Lead (DSL)/Deputy Designated Safeguarding Leads (DDSL) on the first day of placement.

Reporting Accidents during Work Experience

Placement providers have a responsibility to report all accidents to students that are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 to the HSE.

SLT must notify immediately the parent/guardian and school of any incident/accident involving a student. We should also inform the student's school/college who will investigate the incident and report it to the council's Health & Safety team following the incident reporting procedure.

Statutory Obligations

Lyngford Primary School agrees to observe all relevant current legislation, relating to Health and Safety, and legislation in respect of Sex Discrimination, Equality and Discrimination, Race Relations, Disability and the Children Act & Safeguarding.

Appendix 1

Bridging Letter for Work Experience Students over 16 years old

Lyngford Park is committed to safeguarding and promoting the welfare of children and young people and expects all work experience to share this commitment. To meet our statutory safeguarding obligations, we require you to provide the following confirmation you have undertaken all safeguarding checks, including an Enhanced DBS check with Children's Barred List check, and consider the student suitable to work with children.

This information must be supplied prior to the student attending Lyngford Primary School. Failure to supply this information means we will be unable to accommodate a placement.

| | |
|--|---|
| Student Name | |
| College Name | |
| Date of DBS Check | |
| DVBS Number | |
| Type of DBS check | Standard / Enhanced / Enhanced with Children's Barred List Check |
| Registered Provider used for the check | |
| Has a check been made against the Children's Barred List (this is part of an Enhanced DBS check) | Yes/No |
| Date of Check (same as the DBS check if the DBS included a CBL check) | |
| Right to work in the UK confirmed? | Yes/No |

I confirm these necessary and appropriate safeguarding checks have taken place and we believe this student is **suitable** for a work experience placement at your school.

Signed: _____

Name: _____

Position _____

College/School Name: _____

Date: _____

Appendix 2

Work Experience Students Code of Conduct

By signing this form, **Work Experience Students** agree to the following:

1. School rules and policies

Work Experience Students will follow all school rules and policies, including those on:

- ✓ Allegations of Abuse Against Staff
- ✓ Behaviour
- ✓ Child Protection and Safeguarding
- ✓ EEEA Data Protection
- ✓ Health, Safety & Welfare
- ✓ ICT/Internet Acceptable Use Guidance
- ✓ Online Safety
- ✓ Mobile phones/Smart watches (see Work Experience Student Handbook)
- ✓ Whistleblowing

Copies of the school policies will be made available on request. All students are issued with a copy of the Work Experience Student handbook during the induction meeting.

2. Professional conduct

- Work Experience Students **must accept and follow instructions** provided by supervisors and ask for guidance or clarification if required. Questions can be directed to the mentor or the Home School Link Worker.
- Behaviour management is the responsibility of school staff. If the student witnesses behaviour in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately.
 - **Work Experience Students should not attempt to reprimand pupils or issue sanctions.**
- Work Experience Students must always conduct themselves in a professional manner. This includes:
 - Dress smartly and appropriate to the work they are doing. No jeans, appropriate footwear, non-revealing clothing, no inappropriate clothing.
 - Refraining from using inappropriate language anywhere on site.
 - Setting an example for pupils by reflecting the school's ethos and values
 - Behaving in an appropriate way for the role they are undertaking
 - Ensuring comments, including on social media, do not bring the school into disrepute
 - Mobile phones / smart watches can be brought into school but must not be used when working in class or around the site.
 - Mobile phones / smart watches must be stored away safely until break times and /or leaving the site.

- No photographs may be taken using mobile phone / smart watch / any personal device at any time whilst on school site.
- If a Work Experience Student is unable to come to school when they are expected/scheduled to be in, they **must contact their own tutor and the school office (01823 284912) before 8.30am.**

3. Safeguarding

- Work Experience Students must be familiar with, and adhere to, the school's safeguarding and child protection procedures.
- If there are concerns about the welfare of a child, or if a child makes a disclosure, you must speak directly and immediately to the designated safeguarding lead (DSL) or deputy DSL. Details of who the DSL and DDSL are found within the Work Experience Students Handbook.
- If there are concerns about a member of staff (Allegations of Abuse Against Staff), you must immediately speak to the Headteacher.

4. Health and safety

- Work Experience Students must abide by the school's health and safety and first aid policies. Students are not to administer first aid.
- Work Experience Students must be familiar with the school's fire safety and emergency evacuation procedures.
- Work Experience Students must sign in and sign out at the beginning and end of **every visit** using the Entry system and must always wear a visitor badge with their photo and a lanyard.

5. Confidentiality

- Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Work Experience Students should not discuss pupils with parents or other children.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, will be treated in line with the school's safeguarding procedures which could include referrals to the LADO.

I have read and understood and will comply with the Work Experience Students Policy and Code of Conduct.

Signed: _____

Name: _____

School/college: _____

Date: _____