



# Great Linford Primary School

Work Experience and Volunteering  
Policy  
September 2015

## **Guidelines for Work Experience/Volunteer Placements in School**

The school receives numerous requests for work experience and volunteer placements and acknowledges the benefits that such placements can offer: it is a way in which people can sample the professional values, social interaction, daily routines and demands that typify a job based in school. In addition to the benefits that they derive, people on placements can also offer a positive contribution to the school. Their enthusiasm and practical help can add interest to classrooms and support learning in a practical manner.

It is important that the number of people who are on work experience in the school does not become intrusive. Neither should work experience be to the detriment of our pupils' care and education.

### **Offer of a Placement**

#### **Local Schools, College, University**

The school already has established links with several educational providers. These include:

- Oxford Brookes, University of Bedford, TMA teaching school
- Various local secondary schools for Block Work Experience placements, usually 1-2 weeks.

These establishments contact school initially on behalf of students to determine the availability of placements. Any agreement to provide work experience will be after consideration of the following criteria:

- The teacher is happy to accept a student
- The additional adult presence would not hinder the smooth running of the class
- No child in the class is related to the student
- Suitable documentation is provided (e.g. insurance, consent forms, application form references etc) and the applicant obtains a Disclosure and Barring Service (DBS) check if appropriate.

Once the school has agreed to offer a placement to students from these establishments, the student would be expected to contact school to arrange a meeting, which would include an induction briefing.

#### **Other Placements (e.g. Pre PGCE, Volunteers)**

All other applicants will be required to complete a brief application form and provide details of two referees. The form will be considered by SLT Michelle G who co-ordinates placements, in conjunction with other teaching staff. The school can only accommodate a certain number of placements at any one time, usually no more than two per year group. This may be less at certain key times during the year. Priority will be given to people requiring placements from establishments with whom we have existing links as identified above. For the purposes of work experience, the school encourages ex-pupils, ex-staff members and current parents to approach other local schools.

If the school requires the applicant (not volunteers as school pays) to have a DBS check, it would be expected that the applicant would cover the cost of this in advance.

**Great Linford Primary School 2015**  
**WORK EXPERIENCE / VOLUNTEER APPLICATION FORM**

Great Linford Primary School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment.

**Applicant's Personal Details**

Surname	
First Names	
Title	Mr / Mrs / Miss / Ms / Other
Maiden name or previous names	
Address	
Email address	
Home phone no.	
Mobile phone no.	

**Why are you applying for a placement at the school?**

Please complete the relevant sections below: continue on an additional sheet if needed.

Please provide details of the placement you require

Please provide details of any relevant courses being undertaken

Please explain what you want to achieve from your placement, including how this could benefit the children in our school.

**Placement Requirements**

Please specify the kind of placement you require (e.g. Year Group and/or particular curriculum area)	
Please specify the length of placement / number of hours needed	
Please give details of preferred dates / days/ times of placement	

**Further Personal Information:**

We would not normally provide placements in a class in which you have a relation. Please provide details of any relations at our school.	
Do you have any disabilities / other needs we need to take into account when you are in our school?	

**Safeguarding Vulnerable Groups Act 2006 Keeping Children safe 2015**

Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	<b>Yes / No</b>
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	

**References**

Please provide two references. Please let your referees know that we may contact them.

	<b>Reference 1</b>	<b>Reference 2</b>
Name		
Address		
Tel No.		
Capacity in which they know you		

**Declaration**

I declare that the information given on this application form is true and correct.	
I agree to cover the costs of the school obtaining a Disclosure and Barring Service check if needed (Not volunteers)	
<b>Signed</b>	
<b>Print Name</b>	
<b>Date</b>	
If form has been completed electronically, please place an 'x' in this box to indicate your consent <span style="float: right;">—————→</span>	

