



Work Experience: Student Induction

Welcome!

We're pleased to have you in our school for your work experience. This handout explains what is expected of you and how to stay safe while you're here.

Your Role in School

You are here to **learn and support**, not to be responsible for children.

You may:

- Observe lessons
- Help children with reading or activities (with a teacher nearby)
- Prepare resources
- Help tidy classrooms

You must **not**:

- Be left alone with children
- Take children to the toilet or changing areas
- Manage behaviour or discipline
- Use your mobile phone around pupils
- Pick up or cuddle children.

Safeguarding – Keeping Children Safe

Children's safety is the most important thing in school. You will be given a red lanyard on arrival. Please wear this at all times.

You must:

- Be kind, calm and respectful
- Follow staff instructions at all times
- Tell an adult **immediately** if:
 - A child says something that worries you
 - You see something that doesn't feel right
 - A child is hurt or distressed

Never promise to keep secrets from a child.

If you are worried about anything, speak to: **Your class teacher or the Headteacher who is Designated Safeguarding Lead (DSL)**

Please see our volunteers safeguarding video on the school [website](#) and our safeguarding leaflet for more information on this.

Professional Behaviour

Please:

- Arrive on time and be reliable
- Dress appropriately (no short, tight or revealing clothes)
- Use polite language
- Follow school rules and routines

Do not:

- Swear or use inappropriate language
- Play rough games with pupils
- Add or message pupils on social media
- Take photos of children

Health and Safety

You will be shown:

- Fire exits and assembly point
- First aid arrangements
- Which toilets you should use

If there is an emergency:

- Follow the adult you are with
- Do not deal with it yourself

Confidentiality

- What you see or hear about children **stays in school**
- Do not talk about pupils outside school
- Do not post about your placement online

Allergies

- We are a nut free school. Please do not bring any product containing nuts into school.
- If you have any allergies, please inform the office on arrival.

If You Need Help

- Ask questions at any time
- Tell a member of staff if you feel unsure, worried or unwell
- Staff are here to support you

Thank you for helping in our school

We hope you enjoy your work experience and learn lots about what it's like to work in a Primary School! If we can help in anyway please just ask.

Love God and love your neighbour as you love yourself (Matthew 22:37&39)