



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Safeguarding

Student Placement Policy

Aim:

To offer the opportunity to a student to experience the life and work of this school

Policy:

The school is happy to welcome students on work experience provided that we have sufficient work for them

Provided that we can place them with an age group so that our pupils do not have constant changes

Provided that the student accepts the ethos and standards of the school

Provided that a written statement / paperwork is received from college or a personal statement from a professional person e.g. teacher, doctor, priest

Procedure:

Section 1 - Information required by the school

- 1 Personal details - address, 'phone no. parent / guardian / next of kin.
- 2 Under 18s need permission from school/college, complete with named contact person - tel. no.
- 3 18 and overs need DBS checks.
- 4 An outline of any report to be completed by the school to be sent before work experience starts.
- 5 Define role in school and make reference to any special requirements - working with an age group.

Section 2 - General Information to Student

- 1 Sign in and out at office or Boarding House.
- 2 Report to Head / SMT on first visit and subsequently your class teacher.
- 3 Dress appropriately – no jeans, hoodies, bare midriffs, etc.
- 4 Personal property to be kept with you or in the Staff Room.
- 5 Mobile phones must be switched off and photographs may only be taken with permission. They must not be taken into EYS.
- 6 Adult toilets to be used.
- 7 School lunch available for staff at no charge.
- 8 Contact with children at lunchtime and break by arrangement and under the supervision of host staff member.
- 9 Become familiar with fire regulations.
- 10 Read Code of Practice, Mission Statement & Lower or Senior School Booklet - understand general ethos of school.
- 11 Become familiar with Equal Opportunities, Fire, First Aid, Health and Safety, Supervision, Child Protection / Safeguarding Policies (The Lead Safeguarding Practitioner will arrange to see you as soon as possible). ICT POLICY. Mobile Phone policy and Home school agreement. Any other relevant policies.

Section 3 - Working with children

(NEVER work unsupervised with children – students under 17 may not take children to the toilet))

- 1 Use appropriate language
- 2 Bad behaviour should be reported to the supervisory teacher
- 3 Do not accept or give 'gifts'
- 4 Never allow yourself to be left alone with one child
- 5 Do not lift, swing or cuddle children

Section 4 - Regulations and Guidance

- 1 Report **ANY** cause for concern immediately to your form teacher / supervisory teacher.
- 2 Do not attempt to deal with any difficult situation involving children or parents.
- 3 Do not be over-familiar with children, parents or staff & avoid unnecessary physical contact.
- 4 **CONFIDENTIALITY** - please do not discuss children, their behaviour or their work with anyone but the

supervisory teacher. This also applies to what happens in school.

- 6 Any misconduct on behalf of the student could result in immediate removal from school.
- 7 Be prepared to support staff and use your initiative.
- 8 Enjoy your stay - ask questions, learn as much as possible from your experience.

Monitoring & Review:

This policy will be reviewed by the Senior Management Team

Reviewed NW 09/17. Review due 09/18

(Prepared Oct 1996 SrF; reviewed Feb 2013 SrF / reviewed May 2014 SG/ PP, Feb 2015 SP /Review due Feb 2017, July 2017 (whole school meeting) Next review: September 2018)