

Our Lady of Fatima Catholic Multi Academy Trust

Work Experience Policy 2022

Work Experience provides an opportunity for people to learn and achieve and grow in responsibility and experience. OLFCMAT can provide a good working atmosphere for this to take place.

Prior to work experience commencing, relevant Safeguarding checks on the individuals will be undertaken, if required.

All those on work experience will be welcomed on the first day (or earlier if possible) and taken through an induction covering Safeguarding (including the name of the Child Protection Officer) and Health and Safety. They will be introduced to their link-teacher who they will work closely with, and then all staff. They will be advised as to absence procedures and, if they are a student themselves, on a day of absence, their educational establishment will also be informed by us.

We do expect work experience students from a school, or college (where under 18 years of age), to stay on our premises during break and lunchtimes.

Any SEN or medical needs we are informed of will be taken into account.

The work experience provided will be varied and engaging, working alongside the teacher (s) and teaching assistants. The work experience person will not work on their own with our children.

Any relevant paperwork for a person's work experience will be completed.

Also to be read: Volunteer's guidance