



## **Work Experience/ Student Policy**

### **Policy statement**

The Pre-school Manager will ensure that all work experience students are placed in a safe and healthy working environment by taking the following measures.

- To make sure that students have been made aware of and have understood the relevant hazards within the job.
- Ensuring compliance with health and safety legislation.
- It is policy that we have only **one** work experience placements at any one time.

### **The arrangements**

- The student will fill in an application form before starting at the setting
- The manager will send confirmation letter responsible for the placement provider upon approval of his or hers placement.
- The manager will ensure that all work experience students are given the correct health and safety information.
- The school or college are responsible for checking current insurance of the setting.

### **Monitoring and Review**

Placement staff need to monitor placements to ensure that they are working well for students. In particular staff need to monitor the adjustments made for students to ensure that they are responsive to their needs.

### **Protection Guidance**

- Students are never left alone with no senior support or supervision.
- Students are not allowed to take the children to the toilet, change any nappies or clothing on the children.



## **All Saints Wise Owls Work Experience Application Form**

**In line with safer recruitment, we ask all students/volunteers to complete this application form.**

**Anyone over the age of 16 will require a DBS check**

### **Contact Information**

Nic Hare (Manager)  
All Saints Wise Owls Pre-school  
All Saints C of E Primary School  
All Saints  
Axminster  
EX13 7LX

**[Nicjhare87@gmail.com](mailto:Nicjhare87@gmail.com)**

07933 781 610

Dates/days of placement required: \_\_\_\_\_

### **PERSONAL DETAILS**

Full Name	
Date of Birth	
Address	
Postcode	
Telephone Numbers	Home:  Mobile:
Email address	
Nationality	
Allergies and medical needs	

**Details of Next of Kin and Emergency contact:**

Name	
Relationship to you	
Address	
Postcode	
Contact Telephone number (s)	
Is this person your emergency contact?	Yes / No  If no, please provide details below:

**Do you have any previous childcare qualifications or experience?**  
(Please provide details)

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**Are you currently in employment or fulltime education?**

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**Name & address of current school/employer/college:**

Role and Brief description of duties:

**Please state here your reasons for why you would like a placement with us:**

**Declaration:**

Do you have any family/close links to existing employees, employers or children in our care?  
Yes / No

If yes, please give details:

## REFERENCES:

Please provide the name, email address, postal address and telephone number of one person who would be willing and able to provide us with a reference, this could be your college/school tutor.

<b><u>Referee</u></b>	
Name:	
Email Address:	
Address:	
Position:	
Telephone No:	

I declare that the information given on this form is correct and understand that on offer of a placement any misleading statements or deliberate omissions may be regarded as grounds for withdrawing placement.

**Signature:**

**Date:**

<p>Office Use:</p> <ul style="list-style-type: none"><li>• Ensure student is aware of our policies and procedures, particularly Safeguarding, Behaviour management, Whistleblowing and Health and Safety</li><li>• Preschool contact information and procedures have been shared in case of absence/illness so the student knows what to do</li><li>• Lunch time arrangements have been made (ensuring the student is safeguarded if off site - if the student is under 16 years of age).</li><li>• Discussion regarding appropriate clothing etc.</li><li>• Times of placement: 9-3pm</li></ul> <p>Signed Manager: _____</p>
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