



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 inspire high ideals
To stimulate generous service of others

Staff

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

Procedure:

Section 1 - Information required by the school

- 1 Letter from college / institution - named contact person - tel. no.
- 2 Personal details - address, 'phone no. parent / guardian / next of kin.
- 3 An outline of any report to be completed by the school to be sent before work experience starts.
- 4 Define role in school and make reference to any special requirements i.e. working with a particular age group.

Section 2 - General Information to Student

- 1 Sign in and out at office
- 2 Report to Head / Deputy 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
- 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 School Booklet - understand general ethos of school
- 11 Become familiar with Child Protection / Safeguarding Policies – The Designated Member of Staff will arrange to see you.

Section 3 - Working with children

(NEVER work unsupervised with children)

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

Section 4 - Regulations and Guidance

- 1 Report **ANY** cause for concern immediately
- 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 and always avoid unnecessary physical contact
- 4 **CONFIDENTIALITY** - please do not discuss children, their behaviour or their work with anyone but the supervisory teacher
- 5 Any misconduct on behalf of the student could result in immediate removal from school
- 6 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

(Prepared Oct 1996 SrF; reviewed May 1999 SrF; reviewed Dec 2002; August 2008 DPW; Feb 2011 SG Jan 2012 SG Review due:- Jan2013)