



## Student Policy Whole school and EYFS

Parsons Green Prep welcomes students who are undertaking childcare courses at colleges and students on work experience to work within the school. We ask students to be familiar with our mission statement and aims and to support them.

### Our motto

Strive for excellence.

### Mission

Parsons Green Prep School's mission is to be recognised as a leading day prep school that offers both a challenging and rich curriculum and a broad range of opportunity experienced within the context of a happy childhood.

### Statement of Aims and Core Values

PGP recognises that: *'How a child learns is as important as what a child learns'* and is therefore committed to offering all its pupils an excellent education, inspiring them to achieve their best within a rich, happy, safe and fulfilling school experience upon which will be built future success.

### Our Aims and Values

1. Promote high standards of academic achievement and give support and challenge to pupils appropriate to their abilities
2. Ensure a breadth of educational opportunity, nurturing both enthusiasm and talent
3. Prepare and give children the skills (academic, social, creative and technological) that will enable them to make a positive contribution to society and engage in life-long learning
4. Promote values of kindness, respect, tolerance and diversity, developing a sense of service to the community as well as promoting a sense of social responsibility.
5. Foster healthy physical and emotional well-being in an atmosphere that allows children to be children
6. Enable the pupils to acquire and develop the skills according to their ability that they will need to be self-confident and successful

### Responsibilities

The Headmaster will be responsible for:

- agreeing all student placements
- approving arrangements for students during their period of time at Parsons Green Prep
- appointing the teacher responsible for overseeing the student
- the welfare, health and safety of the student whilst on site.

The supervising teacher will be responsible for:

- producing a timetable for the student
- ensuring that induction is completed
- the induction should include a tour of the site, introductions to staff, fire alarm training and basic child protection training.
- supervision of students assisting or observing in their class
- ensuring that the student is briefed about the activities and tasks they will be involved in
- informing the Headmaster should any concerns or issues arise regarding the student.

The initial arrangements will need to identify:



- how many days the work experience/practice will be
- how many hours per day the student will be at school
- which particular aspects of work/child observation are part of the designated course and are essential to the work undertaken
- whether the student has already undertaken previous experience/practice
- which staff member will be responsible for overseeing the student
- which staff member will be responsible for any written reports
- how the children will address the student

#### **Considerations when planning work experience/practice**

- When planning work the student's age, experience, self-confidence and level of maturity would be taken into consideration.
- Staff should not expect too much too soon nor take initiative for granted.
- Students are expected to be polite and well mannered to both adults and children, setting a good example to children.
- It is important that any information that the student gains about the children, families or adults remain confidential.
- Individual child studies undertaken by students must have written permission from the parents they study.
- Confidentiality is an expectation of all staff members and is equally applicable to the students.

#### **Agreement**

An agreement between the employer and student (appendix 1) will be signed by the Headmaster and student prior to the commencement of the placement.

#### **Risk Assessment**

Once arrangements have been agreed regarding the type and frequency of activities a risk assessment (Appendix 4) will be carried out by the school to establish which safer recruitment checks are necessary a record of this risk assessment will be kept on file.

#### **Confidentiality**

Students must sign to say they have read and understood the school Data Protection Policy, the school Safeguarding Policy and the Student policy. Students are requested to maintain confidentiality at all times relating to information disclosed to them relating to staff, children and parents whilst they are in their placement. Any concerns that students have about the children they work with and come into contact with should be voiced with the Class Teacher or Headmaster and NOT with the parents of the child/persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headmaster.

#### **Supervision**

All students work under the supervision of the class teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's



behaviour and the activity they are undertaking. Students should have clear guidance from the teacher as to how an activity is carried out/what the expected outcome of an activity is. Students are encouraged to seek further advice/guidance from the teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

**Health and safety**

The school has a Health and Safety Policy and a Fire and Evacuation Policy which are compulsory for any students working in the school to adhere to. Students are provided with any risk assessments about any safety aspects associated with a particular task (e.g. using DT equipment/accompanying children on visits). Students need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or Headmaster. Students and volunteers must not deal with any first aid, accident or medication situations.

**Child safeguarding**

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All students must sign to say that they have read and understood the Safeguarding policy, Emergency procedure and Volunteer Policies and relevant risk assessments.
- All students receive part 1 of the latest Keeping Children Safe in Education (KCSIE) and must sign to say they have read and understood the document.
- To ensure the safety of our children at all times, all of our students aged over 16 must have been cleared by the Disclosure and Barring Service if working with children more than 3 times in any given month.
- All students will receive basic Child Protection and Emergency Procedure training as part of their induction process.

**Complaints procedure**

Any complaints made about a student will be referred to the Headmaster for investigation. Any complaints made by a student will be referred to the Headmaster. Any complaint against a student will adhere to the Complaints Policy for further investigation (see separate Complaints Policy).

<b>This policy will be reviewed annually</b>		
Reviewed: September 2010	By: Janie Richardson	DfE name update
Reviewed: September 2011	By: Janie Richardson	None
Reviewed: September 2012	By: Janie Richardson	Changes
Interim review: November 2012	By: M McLachlan	Insertion of DBS changes addendum at beginning of policy



Reviewed: February 2013	By: M McLachlan	Deletion of DBS addendum at the beginning of the policy. Replacement of any reference to CRB checks to DBS disclosure. Insertion of Confidentiality, Supervision, Health and Safety, Safe-Guarding and Complaints paragraphs
Reviewed: 5 March 2014	By: Pippa Hogg-Andrews	Addition of responsibilities Addition of appendix 1
Reviewed 16 February 2015	By Neil Christey	Updated Aims and Motto, school name change, change to uniform
Reviewed 1 August 2015	By Neil Christey	All students to receive a copy of the latest KCSIE
Reviewed: 1 August 2016	By Neil Christey	Changed the mission statement and aims, made the supervising teacher responsible for the student and not the KS leader, social media quote added in the agreement.
Reviewed: 26 September 2017	By: Tim Cannell	No changes
Reviewed: 1 August 2018	By: Neil Christey	Changes to say that students should sign to say they have read and understood the safeguarding policy and the data protection policy.
Reviewed: 30 August 2019	By: Neil Christey	No changes
Reviewed: 30 August 2020	By Neil Christey	No Changes
Next review: 30 August 2021	By Neil Christey	



**Appendix 1**

**Agreement for students on work experience at Parsons Green Prep**

PRIVACY INFORMATION: the information provided on this form is for school use only and is not to be used for any other purpose. Health information will be provided if the student has a medical condition or requires medication that may be relevant to their employment. This information will be kept confidential.

<b>Employer name</b>	Parsons Green Prep School
<b>Employer address</b>	1 Fulham Park Road, London SW6 4LJ
<b>Telephone number</b>	0207 371 9009

<b>Student's name</b>	
<b>Student's address</b>	
<b>Telephone number</b>	

<b>Name of supervisor</b>	
<b>Activities required</b>	
<b>Hours of work</b>	
<b>Start and end date</b>	

**Employer's agreement**

Parsons Green Prep school agrees to:

- consider and take into account the skills, maturity and physical capabilities of the student in relation to all activities he or she will undertake
- plan and organise the student's program of activities with these considerations in mind
- ensure that the work experience is undertaken in a non-discriminatory and harassment-free environment
- consult with the teacher in charge of work experience if the Headmaster considers it necessary to terminate the arrangement before the specified time
- enable the student to have a one-hour lunch break
- ensure that the student does not engage in any unsupervised activities with children.

**Student agreement**



I agree to take part in this work experience arrangement and to:

- perform my work to the best of my ability
- attend at the workplace on each day at the agreed time
- comply with all reasonable school rules and requirement of safety
- behave appropriately and to be a role model to the children
- dress appropriately for the work setting. Flip-flops, trainers, jeans, miniskirts and cropped t-shirts are unacceptable
- show respect for school equipment
- ensure that my mobile phone is turned off during school hours
- not use the internet or school computing facilities unless it is required for a task set by my supervising teacher
- not take photographs of children on any personal devices
- not make any reference to school activities on social media or internet sites
- engage in safe and cooperative behaviour with all members of staff
- respect privacy and confidentiality, which children and staff are entitled to have
- inform both my employer and the teacher in charge of work experience as soon as possible if I am unable to attend work
- promptly inform the employer of any accident, injury or incident that may occur
- understand that the Headmaster can determine whether or not I can undertake work experience and if necessary may terminate the arrangement at any time
- acknowledge that prior to entering into this arrangement I have read, agreed and signed the risk assessment written for me
- agree to take no more than a one-hour lunch break
- notify my supervising teacher should I need to leave the premises
- will not be unsupervised with children
- will not take children to the bathroom or change children's clothes
- will read the Safeguarding Policy, Health and Safety Policy, Complaints Policy and any relevant risk assessments
- agree to have a Disclosure and Barring Services check if aged over 16 and working with children more than 3 times a month.

I understand and accept the responsibilities set out above.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Headmaster's signature \_\_\_\_\_ Date \_\_\_\_\_