



Coton-in-the-Elms Primary School

Work Experience Statement of Intent

Version	Last Review	Reviewed by:	Next Review	Comments
2	May 2023	Stephanie Marbrow/Lisa McIntosh	May 2025	Reformatted and updated
3	March 2025	Stephanie Marbrow	March 2027	Reference to Data Protection Act added and change to where personal mobiles kept.

Perseverance Enjoyment Awe and Wonder Compassion Excellence

Coton-in-the-Elms Church of England Primary school welcomes student teachers who are on work placements and NVQ's. As with any new member of staff, student teachers/NVQ's must receive an induction irrespective of the length of the placement.

The key topics to be included in the induction include:

- Safeguarding Children
- Fire Safety
- Online Safety including the use of mobiles and laptops
- First Aid arrangements and
- Critical Incident Policy

These topics are covered in the document on the following pages and should be completed by the student/NVQ** and their supervisor.

** Hereafter referred to as person.

- We aim to make the placement a rewarding and enjoyable duration for the person.
- A person will be allocated by the Headteacher to the most appropriate class teacher based on the requirements of that person and their current position on their training course.
- The Headteacher will allocate the person to the most appropriate class teacher and for making any work adjustments where necessary.
- The allocated class teacher will show the person around the school and will be responsible for the ongoing completion of the embedded document which should be detached for ease of use. The class teacher will promote the ethos and values of the school to the person and, explain how discipline is maintained with the children.
- The person should ask for explanation of anything that is not clear at induction and throughout their placement.

The following pages should be made available to the person on their first day at the school

Welcome to Coton-in-the-Elms C/E Primary School. We hope that you will enjoy your placement with us. The following induction information is important to keep you and others safe whilst you are with us on placement.

Children and young people need to feel safe in the school and you can make a contribution to this. We need to foster a culture of openness and support for all those in the school and act as responsible citizens and role models. Think about how to behave and conduct yourself when in the school. Avoid any contact which would lead any reasonable adult to question your motivation and intentions. Do not behave in a way which would lead any reasonable person to question your suitability to be around children and young people. You will find all schools have similar guidelines for their own staff.

Please note: In line with the Data Protection Act, the following information should be kept securely by yourself and any data held by the school will be treated as confidential and retained as per our school policy on retention of records.

Student Details			
Name		Date of Birth	
School Details	Name and phone number	Tutor name	
Contact in case of emergency			
Name	Name and relationship to you	Phone number	
Medical Details			
Your doctor	Name and phone number	Do you have any medical condition that we need to be aware of?	
Do you have any allergies?	Yes/No Give details if yes	Yes/No Give details if yes	
Do you have any Special Educational Needs that we need to be aware of?	Yes/No Give details if yes	Is there anything else we need to be aware of?	Yes/No Give details if yes

	Placement Details			
Dates you will be with us			Placement Times	
Your break will be at	Time and Place	Your lunch will be at	Time and Place	Your supervisor at Coton will be
If you are unwell and need to be absent				
	<p>Call School as early as you can and ask for ----- or (Headteacher)</p> <p>School Phone Number: 01283 761361</p>			
Please sign to indicate that you understand the above				
Signature				Date
Dress Code				
	<ul style="list-style-type: none"> • Smart but practical clothing. • No denim. • No slogans on clothing. • You will need a coat for outside break times. • You will need trainers for PE lessons. • Skirts/dresses should not be shorter than knee length unless worn with leggings underneath. • Shoulders should be covered – no vest tops or thin straps. • Jewellery should be minimal due to health and safety risks. • Stud or very small earrings only. • No piercings on display other than earrings – clear plastic retainers may be worn if necessary. • Any tattoos should be covered. • You must wear your Coton-in-the-Elms lanyard at all times. 			
Please sign to indicate that you understand and accept all the above				
Signature				Date

Mobile Phone Usage, internet use and confidentiality	
<ul style="list-style-type: none"> • Due to internet safety rules, you will not be allowed to use your phone whilst on placement • You should keep your mobile on silent and in a secure place during your time at school. • Do not use your phone inside the school building or playground on your way to and from Cotton-in-the-Elms school • Please give your family the school phone number in case they need to contact you urgently during the day – 01283 761361 • Everything you see and hear in school is confidential and you must not talk about what you have seen, heard or done or mention any children or staff by name either in person, by text in a phone call, by email or on any kind of social media. Failure to comply with this will be treated as a Safeguarding breach and may also put you in breach of data laws and regulations and could lead to police involvement or legal action being taken. • You should not attempt to log on to your social media accounts or to any internet content which has not been specifically requested by a member of staff on any computer, Ipad or internet connected device in school. All attempts to logon to such content is logged on our system and will be traced back to you. • You must not ask for or accept a phone number, friend request or any form of contact details (including live gaming) for any child at Cotton primary school or their family member. 	
Please sign to indicate that you understand and accept all the above	
Signature	Date
First Aid and Medical	
<ul style="list-style-type: none"> • If you feel unwell or need First Aid, please alert the nearest member of staff who will alert a member of staff with First Aid training • If you witness an accident or a child tells you that they are hurt or unwell, please tell the nearest member of staff who will alert a member of staff with First aid training 	
Please sign to indicate that you understand and accept all the above	
Signature	Date
Fire Safety	
<ul style="list-style-type: none"> • If you discover a fire, raise the alarm by using the nearest break glass point (see school plan) • If you hear the fire alarm, exit the building by the nearest external door and proceed to the meeting point, which is on the school playground. Do not go back to collect any possessions and remain on the playground until given further instructions by staff 	
Please sign to indicate that you understand and accept all the above	
Signature	Date

Lockdown drill			
<ul style="list-style-type: none"> • An internal lockdown is initiated when an unauthorised person who may pose a threat is on site. The signal is an alarm signal which is continuous for three seconds and then sounds intermittently. The procedure is: <ul style="list-style-type: none"> ○ Children move under tables in classroom – in silence. Turn chairs outwards. ○ Teacher locks classroom door. ○ Blinds / curtains closed and lights turned off. ○ Register taken (class list and absentees checked – list by the classroom door). ○ If a child is in the toilet – go into cubicle and lock door. If they are in the corridor, then they go into the nearest classroom. ○ Await instructions from Senior Staff • An external lockdown is initiated when an unauthorised person is on school grounds who poses a threat during break or dinner time. The signal is a continuous whistle blown by staff. Office alerted by Walkie Talkie who then turn on two-tone intruder siren. The procedure is: <ul style="list-style-type: none"> ○ Children walk (with pace) into school via nearest entrance. ○ Children make their way to the Hall. ○ Once children are in, all external doors to be locked by office staff and non-teaching SLT. ○ Staff to collect their class list whiteboard (register) and meet children/office to take registers in the Hall. ○ TA's to assist in the year groups they work with and in corridors. ○ Non-teaching staff to lock all external doors and close all windows and blinds or curtains. ○ Children to sit on the hall floor in silence with class teacher. ○ Await instruction from Senior Staff. 			
Please sign to indicate that you understand and accept all the above			
Signature		Date	

Persons own notes: