



PHILIPS HIGH SCHOOL

POLICY ON

REQUEST FOR OBSERVATION & WORK EXPERIENCE

Rationale

The purpose of this policy is to enable the smooth transition of observers into the school and ensure that safeguarding of pupils is the highest priority.

General Policy and Ethos

Within Philips High School it is our policy that all observers should:

- Complete a proforma for safeguarding purposes (see Appendix A);
- Provide photographic identification and a DBS form (if possible);
- Comply with all school policies, including dress code;
- Whilst on the school premises be in the presence of a member of staff at all times;
- Wear an identity badge at all times.

Operation of the Policy

Requests for placements

- Requests will be forwarded to the professional mentor in the first instance. The professional mentor will send a request form to the applicant.
- The professional mentor will ask the relevant department if they are able to accommodate an observer. The decision will come from the Head of Department.
- The head teacher and safeguarding officer will be asked for permission for the placement to take place.
- A risk assessment is required to be undertaken by the school (see Appendix B). The professional mentor will complete the risk assessment and forward to the head teachers secretary for records.
- An offer of placement will be made by the professional mentor.
- If required a DBS application will be sent to the observer.

Before the placement begins

Notification

In advance of the placement the professional mentor will advise the Head of Department of the name of the observer and specifics of the placement.

The professional mentor will also advise the head teachers' secretary, the office/reception of the start and end date of the placement.

This will be done as far in advance as possible, to enable the creation of a risk assessment. Reminders will be sent to all involved on the working day before the placement begins. The professional mentor will alert the staff to the names and subjects of observers with messages via email and e-portal.

Information to Observers

A welcome pack will be emailed to the observer. This will include an email informing them of what time to arrive in school and to bring photographic identification and their DBS forms.

Introduction Meeting Arrangements

The professional mentor will liaise with the Head of Department / subject mentor(s) to arrange a suitable time for the observer to meet with them on the first day of their placement.

Timetable Preparation

Heads of Department will need to identify classes to make a timetable for the observer. The HoD will need to pass this timetable to the professional mentor for their records.

On the first day of the placement

Welcome and Safeguarding

The professional mentor will welcome the observer at the specified time and will take a photocopy of their photographic identification and DBS forms for safeguarding purposes. This will be held by the head teachers' secretary and sign a risk assessment.

Identity Badges

Depending upon the length of the placement, observers will either wear a temporary visitor ID badge or in case of a longer placement, office staff will use their photograph from their temporary ID for an identity badge.

The identity badge will be retained in online records maintained by the professional mentor to record the placement. These will be held with an evaluation questionnaire to be completed at the end of the placement.

Introduction to Department

Observers will then be introduced to their Head of Department.

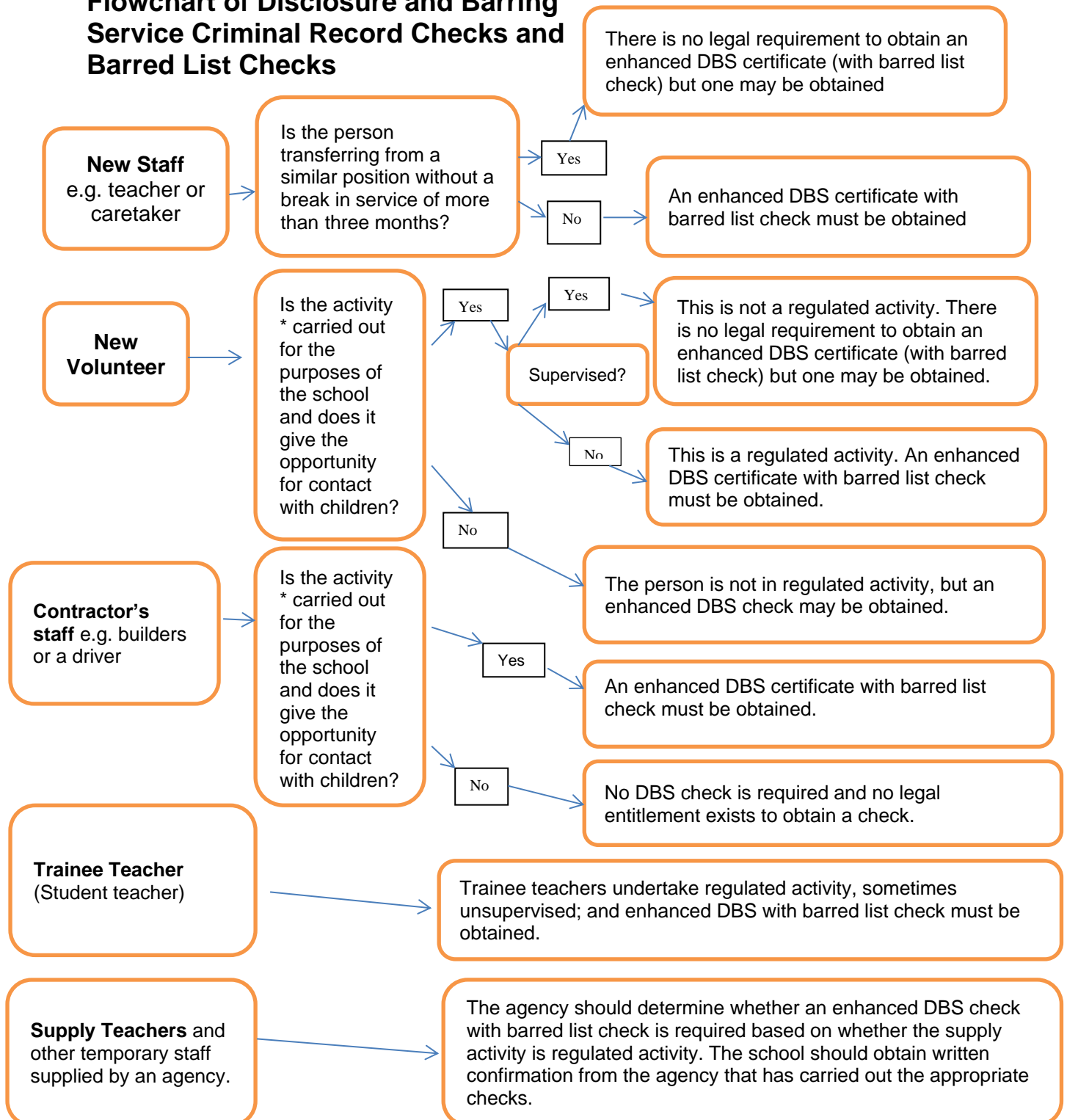
If the HoD is absent, another member of staff will be asked to take the observer for observations within the department.

The observer will then spend the remainder of the first day within the department and carry out observations or other duties as directed by their subject mentor.

On completion of the placement

The observer will complete an evaluation questionnaire (appendix c) and return it to the professional mentor. They must return their identity badge to reception.

Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks



*Activities listed under the guidance's definition of regulated activity and which are carried out frequently

Appendix A

Request for Work Experience/Lesson Observation Placement

Contact Details			
Full Name			
Former Name(s)			
Address			
Telephone Number	Landline:	Mobile:	
Email Address			
Current Employment or University Details			
Current Employer / University			
Referee		Can we contact them?	Yes/No
Referee Contact Details			
Details of Request			
Please give a brief outline of your request, previous experience, reasons for requesting a placement. (e.g. pre PGCE lesson observation)			
Which Department / Subject ?			
Duration?			
Dates?			
Safeguarding			
Do you have a DBS?	Yes / No		
If Yes, please provide details of DBS			

For School Use	
How was contact made?	
Can the department accommodate?	Yes / No
Has the Head Teacher given consent?	Yes / No
Has the Director of Safeguarding given consent?	Yes / No
Can the placement go ahead?	Yes / No
Risk assessment completed?	Yes / No
Start and End Date of placement	
Reason for refusal of placement	

Appendix B

Risk Assessment (see next page)



PHILIPS HIGH SCHOOL - RISK ASSESSMENT – VOLUNTEER/CLASSROOM OBSERVER

Name:	Current Employment Status/Student	
Activity: <i>TEMPORARY Student Work Placement/Volunteer/Classroom Observations</i>		Site: PHILIPS HIGH SCHOOL
People at Risk: PUPILS		Additional Information: <i>Appropriate existing task specific risk assessments.</i>
Supervising Officer	Job Title :	Date:
Review Date:		

Risk Evaluation

Level of access to pupils during classroom observations	Supervision arrangements and any other monitoring/control measures during classroom observations	Previous CRB Clearance & Positive disclosure:
<i>Observer/volunteer not expected to be alone with pupils at any time due to nature of work.</i> <i>Supervised at all times.</i>	<i>The volunteer/observer will only be working with other colleagues in the classroom – supervised at all times.</i> <i>Verbal briefing of School & Classroom Protocol</i> <i>To act under the strict instructions of the member of staff teaching.</i> <i>The premises have established fire/emergency procedures in place.</i> <i>In the event of an evacuation student will be escorted to the identified muster point by his Supervising Officer.</i> <i>Student's supervision will end when he leaves building at the end of the working day.</i>	Previous CRB clearance & positive disclosures: Is a previous disclosure certificate available? Y / N If Yes: Has it been seen by you? Y / N What is its date? Disclosure Number: Which barred list was checked: Enhanced childrens/adults *Positive disclosure(s) on CRB? Y / N *If Y is it relevant to post / pose risk of harm? Y / N (Please seek advice from HR in either case) Comments: DBS Application Applied for? : Date Application sent:

Assessment of Risk following control measures: **HIGH** **MEDIUM** **LOW**

Volunteer/ Observer Declaration:

The Information I have provided during this risk assessment is a true and accurate record and do not know of any reason why I would not be considered suitable to work with children and young people.

Signed

Dated

Signed by Line Manager:

Dated:

Appendix C Work Placement Evaluation Form

Work Placement Evaluation	
Name	
Date of placement	
With which Department(s) were you working?	
What were you hoping to gain from your experience?	
Did your placement go well?	
Is there anything that could have been better?	

Work Placement Evaluation	
Name	
Date of placement	
With which Department(s) were you working?	
What were you hoping to gain from your experience?	
Did your placement go well?	
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