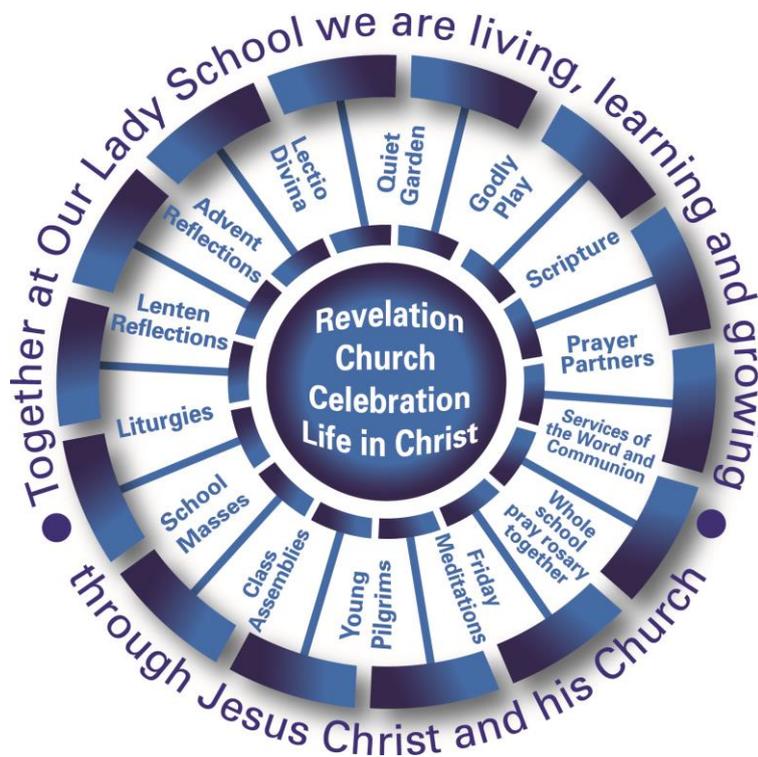




Our Lady Catholic Primary School

Work Placement Policy



The Diocese of Westminster Academy Trust

A Catholic Academy

Spring 2020

This school recognises that qualifications and training make an important contribution to the quality of the care and education provided by the school. As part of our commitment to quality, we offer placements to students undertaking various qualifications and training. We primarily support PGCE students from Homerton, Cambridge at all stages of their training. We also support our local university and others whereby there is a student/school connection.

Aim

We aim to provide for students on placement with us, experiences which contribute to the successful completion for their studies and which provide examples of outstanding practice in primary education.

Our Lady School training

- We require students 17 and over to have a current DBS certificate
- We require students to meet the 'suitable person' requirements of Ofsted
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers
- We require students to keep to our confidentiality policy
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study
- We provide students, at the first session of their placement, with a short induction on how our school is managed, how sessions are organised and our policies and procedures
- We communicate a positive message to students about the value of qualifications and training
- We make the needs of the children paramount by not admitting students in numbers which hinder the essential work of the school
- We ensure that students placed with us are engaged in bona fide primary education training which provides the necessary background understanding of the children's development and activities
- The majority of our teaching staff are trained mentors for students studying for their PGCE.
- We are a training school for the National College for School Leadership
- We have a nominated member of staff for school placements who keeps records of all students in school (current timetable attached)