



Rush Green Primary School

Work Experience Policy



Rush Green Primary

Work Experience Policy

The London Borough of Barking and Dagenham Trident Work Experience Programme is one of the most important community linked activities between Rush Green Primary School and local secondary schools.

This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills as well as the key skills they will need for the world of work.

This document details the health and safety responsibilities for Rush Green Primary School and external organisations who are involved in work experience placements.

Work experience is well planned and well organised to ensure our students have a positive and safe experience.

This is achieved through:

- Professional links with London Borough of Barking and Dagenham Trident office.
- All paperwork including Trident Student Acceptance and Employer Reports are completed in a timely manner.
- The student must arrange a pre-work experience interview with Mrs Christine Strizovic.
- At the pre-work experience interview Mrs Christine Strizovic guides the students through their Induction Booklet which includes details from the School Staff Handbook, Health and Safety and Safeguarding policies and procedures. The Induction Booklet is given to each of the students for their records.
- Students are placed with a Teaching Assistant who is their Classroom Mentor. The Mentor will complete a learning walk around the school with the student, including nearest fire exits and procedures for their particular classroom.
- Trident inform Mrs Christine Strizovic of any medical or health issues the students may have, in order for her to support the students.
- Trident provide Mrs Christine Strizovic with the student's details to ensure the parents/school can be contacted in case of any emergency.
- The Teachers of the work experience students are welcome to visit them at any time.

A copy of the Rush Green Primary School Induction Booklet is attached.