



## INFORMATION FOR WORK EXPERIENCE STUDENTS

At Tanunda Primary School we value the opportunity to support students in work experience placements. Each year we have requests from a number of secondary students to work in the classroom with teachers. While the welfare of our students is the highest priority, we want to do everything possible to ensure your work experience placement is a rewarding experience. The following information is an outline of our expectations for work experience students. It is designed to help you decide whether a placement at Tanunda Primary School is appropriate for you.

### RECORD KEEPING

Staff need to know who is in the school, especially in case of an emergency, so you will be required to log in at the front office, and log out on your departure. Volunteer badges are available beside the log-in book.

### STUDENT BEHAVIOUR

We expect students to treat you with respect and courtesy at all times. If students behave inappropriately, you should tell them that the behaviour is offensive or inappropriate. If the behaviour persists please seek help from the supervising staff member or Principal/Deputy Principal.

### CONVERSATIONS WITH STUDENTS

Remember that you are acting as a role model to the students who observe you. Your language and topics of conversation should be above reproach.

### FIRST AID

If a student is ill or injured please advise the supervising teacher or front office as soon as possible. Our first aid officer or other staff member will provide first aid/comfort to an injured or distressed student, and contact parents if necessary.

### BEING ALONE WITH STUDENTS

You should be within sight of a staff member when working with individual students. Do not shut or lock a door so that you are in a room alone with a student. Do not touch students. You will not be required to supervise a class in the absence of a teacher. You will **not** be required to assist with:

- Toileting students
- Supervision of students in the sick room
- Mealtime supervision or management of the students
- Medication management

You will need to spend breaks with your supervising teacher. It is not appropriate for work experience students to play with primary school students during placement.

### WORK, HEALTH AND SAFETY

The school is responsible for providing a safe working environment. You are asked to take reasonable responsibility for your own health and safety and avoid the possibility of an accident or injury while you are at the school. Special care is needed when lifting heavy objects. Do not be involved in any activity which is likely to put you, a student or anyone else at risk. Please familiarise yourself with emergency procedures for evacuation and report all injuries and accidents occurring whilst at the school to office staff as soon as possible. Further information is available from the OHSW Representative.

## CODE OF CONDUCT

At the start of your work experience placement you will be expected to sign a 'code of conduct' Any breach of this code of conduct will result in the school work experience coordinator being contacted, and possible loss of placement

## WORK EXPERIENCE DUTIES

Your duties as a work experience student will be negotiated with your supervising teacher. As in any work place, work experience students will be expected to follow all instructions and complete all set tasks without complaint.

## PRIVACY AND CONFIDENTIALITY

Any personal information (including names, addresses, telephone numbers, circumstance or situations of any nature) about students, staff and volunteers that you become aware of during your work experience must not be shared. Please do not make any comments about the use of teaching strategies or student behaviour management methods. No comments about the school or any person within the school are permitted on social networking sites such as Facebook. If work experience students discuss information about students outside of the school your work experience placement will be withdrawn.

## HARASSMENT AND BULLYING

The Principal or Deputy will investigate any reports of harassment or bullying. You may also contact the site OHSW Representative. Harassment and bullying consist of behaviours which are insulting, offensive, demeaning, humiliating or intimidating. It can include belittling comments, ridicule, graffiti, name calling, put down jokes, attacks on property, exclusion and physical violence. Any work experience student who engages in harassment or bullying will immediately lose their placement.

## STEPS FOR STUDENTS SEEKING WORK EXPERIENCE PLACEMENT

Put an application in writing—make sure you include:

- ◇ Your name
- ◇ The dates of your placement
- ◇ The preferred year level you would like to work with
- ◇ Why you would like a work experience placement at TPS

This application can be emailed, posted or given to the admin staff in the front office. Your request will be considered by the staff and you will be notified of the outcome of your application in writing.

## POSSIBLE PLACEMENTS

Possible work experience placements you may like to request include:

- Junior Primary
- Middle Primary
- Upper Primary
- Japanese
- PE
- Disability Unit
- Library

There is no guarantee that you will be offered a place in your preferred area of work.

## IMPORTANT INFORMATION

The school is limited in the amount of work experience students that can accepted at any time. There may be times when a suitable class placement cannot be negotiated. There may also be times when, due to whole school commitments, we are unable to accept any work experience students.

To give the greatest chance of securing a work experience placement, get an application in early.

## PLEASE NOTE

***TO ALLOW SUFFICIENT PREPARATION TIME FOR TEACHERS, APPLICATIONS FOR WORK EXPERIENCE CLOSE FOUR WEEKS BEFORE THE COMMENCEMENT OF THE PLACEMENT***



## WORK EXPERIENCE STUDENTS CODE OF CONDUCT – TANUNDA PRIMARY SCHOOL

- Students undertaking Work Experience at Tanunda Primary School are expected to be on site no later than 8:40am and are able to leave once the school day for students is over ie. 3:20pm. Upon arrival, Work Experience Students should report to their Mentor Teacher.
- If they are of driving age, Work Experience Students will park their vehicles in the visitor car park of the School.
- Work Experience Students must enter via the Front Office and sign in and out each day they are on Work Placement. They are required to wear a Volunteer/Identification badge whilst on site.
- Work Experience Students will be assigned to either a single class or a variety of classes and will undertake tasks as directed by the supervising teacher/s within the context of the Tanunda Primary School daily routines and expectations.
- Work Experience Students will address staff as the other students in the school do and the Work Experience student will be addressed using their Christian name.
- Work Experience Students will model positive interactions with and attitudes toward the teachers and students and appropriate body language is expected at all times.
- Work Experience attire should be clean and tidy. In keeping with WHS guidelines, covered footwear is advisable and in accordance with Sun Smart policies covered shoulders and midriffs are expected. Our school hat policy applies in Terms 1 and 4.
- Work Experience Students are expected to maintain a level of confidentiality and not speak about individual students and/or teachers outside of the school setting.
- During break times, Work Experience Students are expected to engage in yard duties alongside their mentoring teacher or spend break times with staff and not interact with students in the yard without a staff member present.
- Work Experience Students are not to leave school grounds without written permission which must be sighted and co-signed by the mentor teacher.
- Work Experience Students may choose to order their lunch via TPS Lunch Order Options on days of operation which are currently Monday, Wednesday and Friday. Orders are made via lunch order slips which are available from the Front Office or classroom and should be completed and placed in the lunch order folder/bag which is located in the classroom.

I understand that I am a guest of Tanunda Primary School and as such agree to abide by the conditions outlined above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor Teacher/s: \_\_\_\_\_ Date: \_\_\_\_\_