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 can not 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

Tanunda Primary School
Research Road
Tanunda
South Australia
5352
Principal: Mr Con Karvouniaris
Deputy Principal: Miss Nicole Cawley
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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.

Occupational Health, Safety and Welfare
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 co-ordinator 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.