**Work Experience Code of Conduct**

Like employees, work experience students at South Norwood should understand that their own behaviour, and the manner in which they conduct themselves with their colleagues, pupils, and parents, sets an example.

**Safeguarding pupils**

The school expects that Work Experience students will

* Sign in on arrival and wear an issued lanyard at all times on the school premises
* Turn off phones (or put on silent) and keep them away during the school day.
* Attend an induction meeting with a Designated (or Deputy) Safeguarding Lead on their first day

**Appearance and Dress**

The school expects that Work Experience students will

* Arrive at 8am on their first day, and by 8.30am for all subsequent days of their placement
* Report any sickness or absence to the office by 8.30am. Tel 020 8654 2983
* Wear smart, casual attire. No jeans or trainers to be worn during the placement

**Professional behaviour and conduct**

The school expects that Work Experience students will

* speak politely with other colleagues, pupils and parents
* refrain from chewing gum or eating outside of staff room spaces
* maintain professional boundaries and relationships with pupils at all times, and not engage in rough play, tickling or play fights with pupils
* not engage in inappropriate use of social networking sites including contacting pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following pupils or their family members on social media.

All work experience students are required to familiarise themselves with this policy as part of their induction programme.