



Juniper Hill School Information for Work Experience Students

Welcome to Juniper Hill School. We hope your time here will be a happy and productive one. The information below should help you to settle in quickly and answer some of the questions you might have.

What shall I call the staff and what will I be called?

The Juniper Team will expect to be called by their proper titles e.g. Mrs Wilson. The staff and children will call you by your title, e.g. Mr Patel.

What times am I expected to arrive and leave?

School starts at 8.45am and you are expected to be in school no later than this. Please sign in at reception in the main entrance. Finishing time is 3.30pm for all classes, we would encourage you to stay until 3.45pm. Please remember to sign out.

What about lunchtimes?

Lunchtime for EYFS and key stage 1 is 12.00pm-1.00pm, key stage 2 12.30-1.30pm. You are expected to stay on the school site throughout the lunch period. If you need to go out for any reason you must talk to the class teacher and sign out at the office. We suggest you bring in your own lunch. You can eat this either in the library, kitchen or in the classroom. We then like you to have a short time outside with the children. It is a good informal time for them to get to know you. Students are not able to go into the staff room.

What shall I wear?

We do not expect anything special – neat, clean and comfortable is best. Trousers may be worn but no jeans or trainers. It is possible you will be asked to use messy things so washable clothes are a must! As you will be going out into the playground we suggest you bring a coat.

What will I be expected to do?

Be prepared for anything! As a general rule you might be asked to supervise a group art activity, play a maths game with 2 or 3 children, wash and tidy up in the shared areas, hear children read etc. If at any time you are uncertain about a task allotted to you, do not be afraid to ask.

Will I get on well with the children?

If you are kind, sympathetic, a good listener, pleasant and friendly, the children respond positively to you. They thoroughly enjoy seeing a new face and will enjoy having the opportunity to talk to you.

Can I use my mobile phone?

We ask that you turn your phone off when coming into school and to leave it in your bag until you leave school at the end of the day. You can ask your class teacher if you can store your bag in a safe place, but the school accepts no responsibility for anything that you lose.

Can I bring in sweets or chewing gum?

You aren't allowed to bring sweets or chewing gum into school.

Finally...

If you are ill and unable to come into school please telephone us as soon as possible before 8.30am to report your intended absence. We value your help and hope that you enjoy your work experience.



Juniper Hill School – Risk Assessment - Work Experience Students January 2026

<p>Purpose of Risk Assessment For work experience students to understand the expectations and to be aware of the risks of completing a work experience placement at Juniper Hill School</p> <p>Prior to commencing any placement all students must meet with a member of the Juniper Team and sign this risk assessment.</p>	<p>People Involved Work Experience Students Pupils and Staff at Juniper Hill School.</p>
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Theme What are the hazards?	Who might be harmed and how? (Who is at special risk)	What are you already doing? (Current control measures, including those for people at special risk)	What further action is necessary? (Further control measures)	RISK LEVEL (Low, Medium, High)	Action by whom	Additional Information/ Review Notes.
Transport Parking at Juniper	Student Members of the public / Juniper Community	Students must make their own way to Juniper Hill School. If they are driving, they need to park on the roads surrounding the school as we don't have sufficient space in the car park	Ask students where possible to walk to school. Ask students who drive to part considerately in residential roads around school	Low	Student	
Signing in and out of school	Student / all members of the school community	Upon arrival at school, the student will be asked to sign in and will be given a visitor's lanyard. They will be required to sign out when they leave.	When signing in for the first time, the office to ask if they need an assistance to evacuate the building in an emergency. If so, Headteacher to complete a	Low	Student	



			GEEP (General Emergency Evacuation Plan)			
Use of toilets	Student / all members of the school community	Students need to use the staff toilets near the staff room, they aren't to use the children's toilets. If they prefer they are able to use the accessible / disabled toilet in the ARP.	None	Low	Student	
Medical needs	Student	The student must inform the school if they have any medical needs, e.g. nut allergy, use an inhaler etc.	We will discuss with the student the best place to store their medication while on site.	Low	Student	
Administering medication	Student / all members of the school community	The student must NOT administer first aid. If they have a child that needs first aid treatment they are to ask a trained first aider.	Ask the student to check the list of trained first aiders, there are posters around the school.	Low	Pupils at Juniper.	
Contact details in an emergency.	Student	Ask the student to provide the office with contact details to use in an emergency.	None	Low	Student	
Hot drinks Risk of burning	Student / all members of the school community	Students are welcome to make a hot drink during break and lunchtime in the school kitchen, however, they will	Suggest to the student they bring in their own hot drinks container.	Low	Student	



		need to use a hot drinks container - mugs and cups are not to be used around school				
Fire / Lockdown	Student / all members of the school community	If a bell rings persistently – this is a Fire Bell. If the bell rings intermittently – this is a Lockdown. The class will have practised both. Make sure you read the information on the wall in the classroom. If you have any questions ask the class teacher you are working with.	None	Low	Student	
Safeguarding. Being left alone with individual children. Concerns regarding individuals. Physical Contact.	Children at Juniper	Students are to ensure they are never alone with an individual child. Any concerns about a child are to be reported immediately to the class teacher. Students are not to be physical with any child, they are to maintain a professional boundary at all times.	The class teacher is to make sure confidential information about the children isn't shared with the student, e.g. information about home life etc. Ask the student to read the Child Protection Policy and GDPR policies on the school website. May it clear to the student that no information about Juniper Hill School and its staff or pupils may be shared on any form of social media site.	Low	Student / Class teacher	If the school has any safeguarding concerns the student's school or college will be contacted and the placement will be terminated.



Use of mobile phones	Student / all members of the school community	Students/volunteers must not use mobile phones to make / receive calls or use any of the applications/ functions whilst on the school premises to ensure safety of our children	Students will be expected to leave their mobile phones in their bags during the school day.	Low	Student	
Hazards / accidents arising from the activities	Student / all members of the school community	Students will be asked to read the school's Health and Safety Policy (on the website) prior to starting their placement. Students to stay alert to the hazards of classroom equipment / school environment and to report an accident however minor to a teacher immediately.		Low	Student	
Behaviour on site.	Student / all members of the school community	We expect all students to behave in a professional way at all times, if their behaviour is a cause for concern they will be removed from the class.	The Headteacher / member of SLT in the Headteacher's absence will deal with any disciplinary issues.	Low	Student / Headteacher	

Shared with _____

I have read, I have understood and I will follow

Signed _____ Date _____