

### North Berwick High School



#### Introduction

While you are on your work placement you will be representing North Berwick High School in the wider community. We therefore expect the highest standards of commitment and behaviour during your time on placement.

This 'Code of Conduct' sets out the standards and behaviours we expect from you during your work placement.

Before your placement we expect you to read carefully the work placement details held on the Job Card you were given by the school. It includes: a job description, the employers' address and contact details, your hours of work, advice about any lunch arrangements and dress requirements. Speak to your teacher about anything you aren't sure about.

#### Your behaviour

We expect you to:

- make contact with your employer or supervisor in advance of your placement, if stated in your Job Card
- make your own travel arrangements
- organise what you will do for lunch - based on the comments in your Job Card
- arrive on time at your placement
- contact a parent or carer before leaving your workplace if your employer lets you leave earlier than the time stated in your Job Card
- notify your employer or supervisor before 9.00am if you are going to be late, or absent for any reason (this is included in the letter sent to your parents)
- notify your employer if you have any medical conditions that may affect you while on placement
- behave in a responsible and mature way
- keep your mobile phone turned off or silent, except during lunch breaks
- be polite and respectful to colleagues and customers
- listen carefully to induction and safety information, instructions and training
- ask questions when you don't understand something
- show interest and enthusiasm in what's going on

- complete tasks given to you to the best of your ability, as long as you have been given enough information and instruction to do them safely
- follow the health and safety precautions and procedures in your workplace
- wear, and take care of, any protective clothing or kit you have been given, for example overalls or safety boots
- take appropriate care of any tools or equipment you may be using
- report all accidents, injuries and hazardous situations to your employer or supervisor
- where relevant, follow your employer's code of practice with regard to confidential information and data protection
- keep a day-to-day record of your tasks and activities (using a log book or diary)

## Your dress

We expect you to:

- follow the dress requirements set out in your Job Card
- dress appropriately for your work environment - most employers expect a clean and tidy 'smart casual' appearance
- wear any protective clothing or kit you have been provided with to keep you safe
- keep jewellery and make-up to a minimum.
- avoid wearing jeans and trainers, unless your employer gives you permission.

## What not to do

You must not:

- post any comments or pictures with regard to your work placement on social media sites
- end your placement without notifying your employer/supervisor, your parents or carers and the school.

**Note:** If you are unable to start your placement, or return to it after an absence, you must come into school for the rest of your placement.

## And finally

Enjoy your placement! Give it your best and get as much as you can from the experience.

## Pupil Placement Agreement

I have read and understood the Work Placement Code of Conduct.

I agree to follow the Code of Conduct during my placement.

Please add your name, signature and today's date below.

<b>Pupil/student name</b>	
<b>Pupil/student signature</b>	
<b>Date</b>	