

PARKSIDE HOUSE SCHOOL

WORK EXPERIENCE POLICY

July 2014

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Introduction

1. Work experience is a very important part of our curriculum. It provides our Pupils with a real insight into the world of work. Also it presents them with a first-hand opportunity to develop the skills they will need to work successfully with adults and as a member of a team. We believe it will help our Pupils to appreciate the relevance of their school-based studies.

Period and timing of Work Experience

2. It is our intention that every Pupil should complete a two-week period of work experience (10 school days), minimum period 5 days (see paragraph 4). The period of work experience will take place during the time a Pupil is in Year 11 during the first term
3. The period of work experience may be split into shorter periods that make two weeks in total. These shorter periods do not need to be completed 'back to back' if this is more suitable for the pupil.
4. The school will ensure that the timing and duration of work experience is set so that the Pupils can achieve maximum benefit from this experience. However, care will be taken to see that this experience is balanced against any disruption to their learning and school life. In this respect, some Pupils might not complete two full weeks of work experience.

Organisation of Work Experience

5. The school will organise and oversee work experience. However they will use the services of Connexions and organisations like Project Trident if required. This arrangement benefits the Pupils in so far as it encourages them to use their initiative to find suitable placements, to make telephone calls to employers and generally to negotiate with adults about issues to do with work experience. Also experience has shown that if the Pupil arranges the placement himself/herself it is less likely to 'fall through' and more likely to be successful, however all of our pupils require support to achieve this and so the services of connexions and trident are there as a back –up for them. All Health & Safety Visits, Risk Assessments are completed by Connexions/Trident on the Schools behalf.

Work Experience Agreement Form

6. The school will produce a 'Work Experience Agreement Form'. This form must be read and signed by the appropriate people: the employer, a parent(s), the Pupil and the school. The form provides evidence that important checks have been carried out (such as a check on insurance and risk assessment) and that all parties have agreed to the work experience placement. The form will make clear that a 'risk assessment' should take account of the young person's lack of maturity, lack of experience etc. By means of this form a check will be carried out on whether the parent(s) are satisfied with the employer's risk assessment processes.

Vetting Employers, Visits, Health-and-Safety, Child-Protection and Insurance

7. Connexions will undertake the tasks of vetting employers, checking health and safety at the placement, checking an employer's insurance cover and checking that the experience will be suitable and meaningful for a young person. The school's work experience co-ordinator will oversee this.

8. **Frequency of visits.** From year to year many Pupils will choose to do their work experience at companies that are known to us in the sense that these placements have been visited and checked by connexions in the recent past. 'New' placements will be checked and approved in accordance with this policy document and thereafter all companies will be revisited and rechecked within a three-year period.
9. **Concerns and issues** Any concerns or issues that are raised by these returns, or the like which are raised by other relevant sources, will be considered and dealt with by the co-ordinator and/or Head teacher as appropriate. Any negative feedback generated by these returns may result in the school having to negotiate changes and/or extensions to existing company practices that will address these concerns and issues. In cases where these matters cannot be resolved, and the Pupil's wellbeing is therefore at risk, the Pupil will not be allowed to take up the placement.
10. **Special Educational Needs.** Where a Pupil has special educational needs, a disability, an illness or any other condition that might affect his/her wellbeing on work experience, the school will inform the employer of this condition in writing. In each case, permission to disclose this information to the employer will be sought from the parents/guardians of the Pupil concerned and the Head teacher.
12. **Teacher Visits.** The school will visit its Pupils while they are at work experience. These visits will enable the school to check on the welfare of Pupils and to collect information about the suitability of the placements, particularly in terms of its impact on Pupil learning.

Parent /Pupil s' Meetings

13. The school will, each year, hold a meeting for parents in order to explain to them the process, requirements and risks of work experience. The meeting will explain the various stages of organising work experience and it will highlight and make clear the school's responsibilities, the parents' responsibilities and the Pupil's responsibilities. There will also be an opportunity at the meeting for parents to ask questions. This meeting can be incorporated into a parents evening.
14. For the pupil's there will be every opportunity to discuss their placements with the work experience co-ordinator, and there will be set lessons within the Asdan curriculum to prepare the pupils for their placement and they will of met with the connexions advisor on a number of occasions to identify possible placements.

Evaluation

15. Each year the school will evaluate the impact of work experience on Pupil learning. Information for this evaluation will be collected in part from Pupils and employers and other interested groups. Pupils, staff and employers will be required to complete a written evaluation. The school will ensure that any important/useful feedback from the evaluation process is used in subsequent years to continue to improve policy and practice in the area of work experience.

Troubleshooting

16. The school's work experience co-ordinator will, in the first instance, be responsible for resolving any problems or difficulties that arise during the period that work experience runs, i.e. from planning through to evaluation.

Guidance

17. Appendices referred to in the policy are available as a separate document