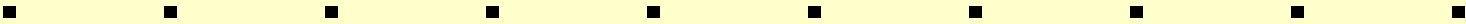


Moorside High School

Work Experience Policy



Date Reviewed:September 2018.....
Date of Next Review:September 2019.....
Reviewed by:Health & Safety Committee

Work Experience Policy

Aims and objectives

- To develop student's employability and key skills
- To enhance CEG and PSHE
- To meet WRL and enterprise requirements
- To meet health and safety requirements
- To ensure that pupils see a link between education and aspiration in line with whole school aims
- To meet Gatsby Career Benchmarks 5 & 6, encounters with employers and employees and experience of the workplace.

Details of work experience and how it operates

All of year 11 complete a week long placement in October. This process begins in the February of year 10 when the Head of Careers conducts an introductory assembly outlining the process, the health and safety requirements, the limitations and opportunities, challenging stereotypes and answering common misconceptions.

Booklets are issued via form tutors which outline requirements, legal restrictions and hold necessary paperwork.

The work experience co-ordinator then conducts the necessary organisation, health and safety checks/child protection procedures through Richard Davies. Students are allocated places based upon aspirations, target grades and decisions are informed via a preparation programme and supported by interviews with the Applied Learning and Careers Co-ordinator.

All students are provided with instructions, a dress code and encouraged to personally contact their employer prior to the placement. An emergency mobile number is provided. All students are visited by a member of staff or a phone interview is conducted. An emergency mobile is always available to both students and employers.

Following the placement year 11 Careers Challenge Day conducts the statutory work experience debrief which includes an awards ceremony for achievement.

The whole process feeds into the English coursework curriculum, CEG, WRL and Enterprise.

Work experience is defined as

'A placement on an employer's premises in which a student carries out a particular task or duty, more or less as an employee would, but with the emphasis on the learning aspects of the experience' CDFES – in accordance with section 560 of the Education Act 1996 and amended in 1998.

The school will

- Provide a 1 week placement for all students in year 11 based upon individual career aspirations and need.
- Every placement will be health and safety checked and visited by Richard Davies and conform to all legal requirements.
- School will provide basic health and safety awareness for all students and run a 'preparation' programme in form time, taking all 'reasonable steps' to ensure safety.
- Provide an emergency contact number to every student.
- Visit, in person, or by telephone each student during their placement.
- Provide a work experience diary for each student to complete.
- Run a de-briefing day in order to evaluate the week and build upon learning.
- Use the experience to feed into CEG programme.
- Ask employers to provide an assessment of each individual's performance/achievement.
- Pursue a policy of equal opportunity in its work experience programme.
- Mark year 11 as 'work experience' in the register.
- Use the work experience programme to contribute to 'Work Related Learning' and 'Enterprise' requirements.
- Attempt to support the provision of FSM.
- Maintain their common law duty to look after students in their care ensuring that excessively long or unsociable house are not expected, working no more than 8 hours a day.
- Will inform Richard Davies of any health and safety concerns immediately.
- Must inform DFES of any assaults, serious or fatal accidents.
- Inform employer of any SEN/medical need, with parental consent.
- Review provision each year through 'pupil voice', work with Richard Davies and feedback from employers and staff.

Students will

- Abide by their health and safety requirements and take personal responsibility.
- Attend every day punctually and prepared to learn.
- Contact both school and the employer if they are unable to attend.
- Contact the school if there are any problems.
- Complete their work experience diary.
- Partake in the work experience de-brief sessions.
- Behave well and take an active role in their placement.

Employers will

- Provide up to date copies of their insurance policies.
- Adhere to the work experience profile for the placement.
- Outline activities which are not appropriate.
- Provide health and safety induction and supervise/line management.
- Comply with the 'Management of Health and Safety at Work Regulations' 1999.
- Allow health and safety assessment by Richard Davies.
- Report immediately full details of any accident involving a student.

- Ensure appropriate relationship between employee and young person, including attitude, behaviour and language.