

Never look down on anybody unless you are helping him up. Jesse Jackson



Barley Lane School

Friendship, Optimism, Hardwork

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Information for Parents and Employers

PLEASE ALSO BE AWARE THAT ALL THE SCHOOLS GUIDANCE AND POLICIES INCLUDING MANAGING CHILD PROTECTION AND SAFEGUARDING CAN BE ACCESSED VIA THE SCHOOL WEBSITE -

www.barleylaneschool.org.uk

Introduction and aims of the work experience programme.

Firstly, as a school we are extremely grateful for the effort and investment that all the employers put into the scheme and would like to thank them for their participation and continuing support.

All Key Stage 4 pupils are offered the opportunity of engaging in work experience; allowing pupils to spend an extended period outside of the classroom with a local employer. For many pupils, these are their first steps into the working environment and offers significant development benefits.

During placements, pupils are able to find out what skills, experiences and qualifications employers look for when they're hiring someone to fill a job vacancy. For many pupils, experiencing the day to day working practices and demands of a job and the opportunities available whilst on placement provide valuable insight into what career path they plan to follow on leaving Barley Lane School at the end of Year 11.

Work Experience is also an opportunity for pupils to experience the real world of work, and can often have a decisive influence on a pupils' future employment, training and educational choices.

The main aim of work experience scheme is to give students an insight into the world of work as part of a wider educational programme. An essential element is that students take part rather than observe wherever possible in the work of the firm they are visiting. The work should be challenging but safe and at no time should a pupil be left unsupervised. Refer to guidance on school website (link above)

Work Experience placement checks and procedures:

All placements are checked on our behalf by the South West Education Business Partnership before pupils are allowed to start their placement. These checks will need to be repeated every one to three years depending on the nature of the business; the H&S officer ensures that the employer has both public and employer's liability in place, as well as making sure that the placement is safe and suitable for the pupil. The officer can also answer any questions the employer has, and advise on what tasks the pupil is allowed to do.

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All placements must be submitted on the schools work experience forms. These include a signed medical declaration, a parental consent signature and also a signed employer risk assessment. All forms must be returned to Mr Jones who will arrange for the necessary checks to be made.

No placement will start without fully completed documentation, a robust health and safety check and authorisation from Mr Jones that the placement may go ahead. The school may wish to take up the option of enhanced DBS check just to be diligent in matters of child protection and safety.

Students also get the chance to develop many necessary life and employment skills such as teamwork, self reliance, independence, leadership and management; whilst also improving their self-confidence and communication skills, helping them to work better with other people in further or higher education, as well as in their future careers.

The choice of employer and the application process is a very important part of the overall work experience programme. Any local employer can be approached to provide an unpaid work experience placement as long as they have both Public Liability and Employer's Liability insurance cover. **This insurance cover is non-negotiable.**

Past experience has proven that placements organised by the pupils, often with the assistance of a parent/guardian, in partnership with the school have a very high success rate. It seems that students who are not involved in the application process find it difficult to apply the sufficient level of importance to the overall programme and placements inevitably break down.

Further Information

Students are encouraged to identify their preferred potential placements and the help of parents, carers and staff in doing this is greatly appreciated.

We are always looking for new placements for our students and if any parents or carers can offer a placement to one of our students, or would like to know more about what is involved in providing a work experience placement then please contact us on the details below.

Extended Work Experience

We also have an ever increasing number of students in Years 10 and 11 who are studying vocational courses and many of them attend an extended work experience placement to compliment their studies. This is usually for one day a week for part or whole of their yearly academic timetable. This is fully negotiated with the parent/guardian as part of either an Individual Education Plan (IEP) and also as part of an alternative package whereby parents have requested and accepted that the conventional classroom setting is failing to meet the full educational need of their child.

All placements are subject to an initial taster session which suits both parties and if successful is extended in 6-week blocks. Some placements have lasted all academic year and are dependent on a continued positive relationship.

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Legislation

FOR FURTHER INFORMATION PARENTS AND EMPLOYERS ARE ENCOURAGED TO READ THE FOLLOWING DOCUMENTS;

Guidance on the Employment of Children (2009). Enc.

Work Experience Guide for Schools. Enc.

Arrangements for schemes are controlled by The Education (Work Experience) Act. When there is statutory restriction on the employment of young people, for example, work with electricity, dangerous machines or hours at work limitations, these would continue to apply.

A child may not be employed before 7.00 a.m. or after 7.00 p.m.

In conjunction with working time regulations act (1998), no child should work for more than 8 hours in a day, or for more than forty hours per week.

In addition to this, it is a reasonable expectation of the school that a child should be given breaks of reasonable length of no less than 1 hour in total throughout an 8 hour day.

Finally, pupils should not be expected to participate in work experience during school holidays, current details of dates are enclosed, or can be found at

<https://new.devon.gov.uk/educationandfamilies/school-information/school-term-dates>

For new businesses we will send you a copy of this information and reminders will be sent out to existing partners.

Health and Safety

The Health and Safety at Work Act 1974, requires the employers to ensure that young people on work experience are not exposed to risks to their health and safety and particular care needs to be taken to avoid activities where there may be such a risk. Adequate supervision must be exercised throughout the placement, although a main characteristic of the scheme is student participation with observation of other activities. The employer should ensure that any necessary protective clothing or equipment is worn. Employers should comply with the Health and Safety at Work Act 1974 and in particular should advise students about key aspects on the first day.

Insurance

As indicated above, students should not be required to work with or near dangerous machinery, or in environments that are hazardous for any other reasons. These precautions should minimise the risk of accidents. However, since this risk can never be eliminated the employer should protect himself by insuring against claims from students in respect of any accident allegedly caused by negligence of the employer or his staff. This insurance may already be available under the policy which the employer is legally obliged to take out against claims from his employees or under any Public Liability policy he may have effected.

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The Devon Education Business Partnership, which has a responsibility for Health and Safety checking, may require an employer to produce evidence that in one way or another he is covered against claims from students. Students are not employed under a Contract of Service and are not entitled to the benefits of the **National Insurance (Industrial Injuries) Act 1965** in the event of injury through accident. In the case of accident or sickness the employer should notify the school as soon as possible.

Arrangements

Employers will be contacted by Devon EBP in order to check Health and Safety and Insurance requirements.

Parents' consent to the placement is requested and the students are briefed as to what will be involved. Medical information is obtained to ensure that students do not undertake work experience which may be harmful or dangerous. Students are briefed about Health and Safety issues and given a booklet prior to their placement. As the experience is regarded as part of the education programme employers are not expected to pay students.

Further Information and Risks

In the unlikely event that one of our pupils exhibits rude, unruly, or continued risky or non compliant behaviours, then they should be given the opportunity to be politely asked to leave the premises. Should they fail to comply with reasonable requests to stop any form of non compliance then please contact the following people.

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SCHOOL CONTACT INFORMATION

MoS	Phone	Email
Julian Credgington Careers Lead	07860 846267	jcredgington@barleylane.devon.sch.uk
Dave Jones (Head teacher, DSL)	07848 457025	djones@barleylane.devon.sch.uk
Vicki Sessions (Deputy Headteacher)	07860 846270	vickisessions@barleylane.devon.sch.uk
Helen Kidney (Safeguarding)	07848 028342	hkidney@barleylane.devon.sch.uk

If in the unlikely event of heightened risk e.g threats of harm, damage or evidence beyond reasonable doubt that stealing has occurred, then in consultation with the school, a police 101 call should be made.

Many thanks from all at Barley Lane School.

Dave Jones

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