

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



**Barley Lane School**

*Friendship, Optimism, Hard Work*

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## **WORK EXPERIENCE POLICY**

**Policy Details Date – 03.12.21**

Review Cycle 2 year

**Policy Review date – Dec 2023**

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](http://www.barleylaneschool.org.uk)

### **This policy works in conjunction with and therefore adopts:**

The DCSF Guidance on the employment of children – 2009 - Section 10 page 14

Association of Careers Education and Guidance (ACEG) – Work Experience Guide for Schools Document 2012

Barley Lane School information for parent and employer guidance letter – 2018

CSW work experience employer information

Quality standards for work experience

### **Policy aims**

At the heart of this provision must be work related educational opportunities that promote the 'bridge' between education and employment (the labour market) by providing a better match and career guided learning and an element of education which explores more thoroughly the aptitudes and interests of some or all of our pupils in KS 4.

### **Work Experience is led by Mr David Jones**

Work experience is offered to all students in year 10 and 11 and if successful it can take place throughout both the academic year and Key stage (4). Initially, placements last for 6 weeks but due to multifarious and convoluted and relentless problem solving associated with finding suitably matched placements, this can be reviewed at any time by all parties.

Barley Lane School and local employers reserve the right to withdraw students from the program if there are significant concerns relating to the happiness and well being of all participants or indeed poor behaviour, attendance or most significantly issues of child safety.

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### PROCEDURES

The process of work placement is overseen by Mr Credginton in his capacity as careers lead teacher with a specific focus for KS 4. He is the first line of communication and he will discuss and inform of any potential placements or interests.

Parents of pupils interested in work experience will be contacted about the work experience programme to hear about the benefits and process of work placement and can contact **Mr Credginton** to discuss further any potential opportunities or career guided routes.

Students will discuss informally with **Mr Credginton** the placement options and ideas and then staff can work to facilitate the placement. All staff can contribute to the work experience element at KS 4 as they too have a responsibility to inform or advise and guide.

Students can visit or contact the employer independently if they wish whilst in the meantime seeking further guidance from the adult community within school or indeed careers south west. The school contact for that is Helen Kidney.

### SOUTH WEST EDUCATION BUSINESS PARTNERSHIP (SW-EBP)

All work experience placements are offered in conjunction with local employers and the South West Education Business Partnership (**SW-EBP**) who hold a database of employers who have been suitably checked for pertinent insurances and Health & Safety. These businesses will be rechecked every 3 years and will have to hold the necessary insurances of public and employer liability. Employers deemed **high risk** will be rechecked annually.

**The main contacts at SW-EBP are Sophie Cusden 07990 781287**

**New work experience providers can be identified by the school but must be verified by the SW-EBP before placement commences.**

**Sophie Cusden** at SW-EBP will be contacted to request that the relevant health and safety checks as well as necessary insurances are in place in order for the pupil to safely start a placement. This is carried out by **a number of staff** who then communicates that placements are robustly checked in all aspects of health and safety and insurances. The EBP will also deduce whether or not a DBS check is required. Information about this is shared on the Veryan Webview license package purchased annually by the school.

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### NECESSARY SIGNATURE PROCESS

If the employer accepts a pupil on placement, all necessary Veryan webview health and safety documentation is sent to the employer and parents relating to;

***Health declaration of the participant***

***Forms which require confirmation of all Insurance policies, including Public Liability and Employers' Liability.***

***Parental consent once all risks reviewed and understood by parents.***

***Pupil agreement and acceptance of opportunity***

***This can be facilitated by the 3-way agreement form which secures signatures and agreement from the three parties – pupil, parent and employer.***

***Work Experience Employer information***

***Quality standards for work experience***

***An induction checklist must be completed by the organisation within the initial days and sessions.***

Once signed, a copy is given to both parties and the school coordinator who will retain a copy of these signed documents for record keeping. A secondary copy will be kept in house and secured by Mr Credgington.

**Colin Gardner, County Health and Safety Inspector will monitor intermittently during the school Health and Safety Audit.**

Once parental consent is obtained the placement can then and only then can it commence. Before the placement is due to start, the student can introduce themselves to the employer, usually in person with staff support.

***January 2015 Health and Safety audit of the checks, forms and signature process passed as robust and competent.***

During the work experience placement **Mr Credgington** will make contact with the placement and students may receive a visit. All feedback will be written or via telephone conversation and comments recorded in order to justify element of IEP.

Any problems or risks that arise during the placement on the part of either the student or the provider should immediately be referred to the work experience lead who will, where necessary, curtail the placement.

Barley Lane School Exeter EX41TA

[admin@barleylane.devon.sch.uk](mailto:admin@barleylane.devon.sch.uk)

[www.barleylaneschool.org.uk](http://www.barleylaneschool.org.uk)

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### Head-Teacher – Dave Jones – 07848 457025

If students are ill during their placement the school will contact the employer. Increasingly the pupil should take responsibility for letting placements know in line with their development.

During the week **Mr Credgington** can be contacted via mobile telephone or via email address for emergency contact from students or employers.

Upon completion, the employer will be asked to complete a student evaluation form and a questionnaire regarding the work experience process. These are then returned to the Work Experience Coordinator for evaluation purposes. A monitoring visit will be completed every 4-8 weeks by a member of work experience staff or experienced school staff. This includes school Governors.

Students will have the opportunity to discuss their placements with staff informally also and should offer their thanks to the employer.

The work experience coordinator will also send a letter of thanks on behalf of the School.

No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender identity, sexual orientation, religion or belief under the operation of this policy.

## SCHOOL CONTACT INFORMATION

MoS	Phone	Email
Dave Jones (Head teacher)	07848 457025	<a href="mailto:djones@barleylane.devon.sch.uk">djones@barleylane.devon.sch.uk</a>
<b>Julian Credgington</b>	<b>07860 846267</b>	<a href="mailto:jcredgington@barleylane.devon.sch.uk">jcredgington@barleylane.devon.sch.uk</a>
Helen Kidney (Safeguarding)	07848 028342	<a href="mailto:hkidney@barleylane.devon.sch.uk">hkidney@barleylane.devon.sch.uk</a>
Damian Furniss Chair of Governors		<a href="mailto:dhfurniss@devon.gov.uk">dhfurniss@devon.gov.uk</a>