



# **THE PILGRIM SCHOOL**

## **Work Experience**

### **POLICY**

**School Lead: Community Liaison Manager**

**Governor Lead: Full Governing Body**

**Last reviewed: December 2016**

**Date of next review: March 2019**

**Signed by Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_**

## Work Experience Policy

All pupils attending Pilgrim School have the opportunity to take part in Work Experience during Year 10 or Year 11. Year 11 work experience beyond Christmas will be considered on an individual basis dependent on pressures within subject areas at this late stage in their education. As such, work experience should form part of an overall careers programme. Pupils should have the opportunity to gain the qualifications, skills and attitudes they need to improve their employability, and develop a knowledge and understanding of the world of work and its demands.

*'Work experience can provide an important opportunity for a student to show an employer what he or she is capable of. In some cases it will be an important stepping stone to full- or part-time employment, for example, as an apprentice. As such, work experience should form part of an overall study programme.'* (DfE website 2012)

### THE PURPOSE

The purpose of Work Experience is to provide pupils with the opportunity, before leaving school, of having experienced directly the realities of working life. It is a valuable exercise, forming an integral part of the school careers curriculum.

Pupils are given an insight into the world of work, its disciplines and its organisation and are afforded opportunities to:

- compare their career ideas with actual experiences in various skills/work areas
- see the potential applications of the knowledge they have been acquiring
- gain an appreciation of work attitudes and an understanding of the differences between school and work
- have a chance to meet and establish relationships with people outside their acquaintance
- develop a range of transferable, key employability skills

Work experience can:

- Help pupils understand the link between the school curriculum and the world of work
- Enhance the knowledge, understanding, skills and attitudes of pupils
- Identify and develop key skills, in particular
  - Communication
  - Application of number
  - Information and communications technology
  - Working with others
  - Problem solving
  - Improving own learning performance
  - Develop resilience and self efficacy
- provide pupils with the opportunity to work with adults other than teachers
- be key components for BTEC Workskills units
- help pupils to understand and appreciate the demands of working life
- develop economic awareness and enterprise skills
- become more aware of opportunities within the world of work
- increase pupils' awareness of their responsibilities within the workplace for Health and Safety and also the responsibilities of the employer for H&S.
- understand the rights, responsibilities and obligations associated with equal opportunities, both within work and school

### ORGANISATION OF WORK EXPERIENCE

The Pilgrim School has a Service Level Agreement with the Lincolnshire and Rutland EBP (Education Business Partnership) to support the School's work experience programme and perform the required health and safety checks. The following sections of these guidelines will set out specific aspects of the arrangements made by The Pilgrim School to ensure, as far as is possible within the resources available, that all students are offered an enriching and positive experience in their work placements.

Pupils will be encouraged to prepare for Work Experience thoroughly and professionally. This may include:

1. Telephoning the employer
2. Attending interviews
3. Discussing the placement with the employer
4. Planning travelling, timings and other requirements such as a packed lunch or the need for personal protective clothing
5. Taking part in debriefing sessions within school.

#### **EQUAL OPPORTUNITIES**

All work placements are equally available to pupils of either sex.

All work placements are offered to any pupil with special educational needs and relevant background knowledge is shared with the potential employer with the agreement of the pupil and parents.

#### **INSURANCE/HEALTH & SAFETY**

All employers who provide placements for work experience must comply with current relevant employment legislation and confirm that they are adequately insured.

Where possible EBP will be used to confirm new employers insurance and health and safety procedures and policies. In some cases whereby work experience is not booked through EBP due to the nature or timing of the opportunity; these checks will be made by the school liaising with the employer direct (Annex A).

Although not exhaustive this could include other schools/colleges/universities or major public bodies.

#### **THE PILGRIM WORK EXPERIENCE CO-ORDINATOR; REINTEGRATION AND SUPPORT OFFICERS (RSOs)**

- RSO will prepare pupils for the placement, and accompanying pupils to an initial interview, if required.
- RSO/Co-ord will ensure that each parent/guardian has consented to their son/daughter to attending work experience.
- RSO will ensure that the pupil wishes to attend work experience.
- Co-ord will ensure each pupil is given a proper induction on placement to include Health and Safety issues.
- Co-ord will report any accidents to parents, EBP, Headteacher or other relevant bodies
- Co-ord will attempt to match pupils to placements effectively.
- Co-ord will ensure the company/placement meet the requirements of the schools' Equal Opportunities policy.
- Co-ord will encourage employers to provide quality experiences by implementing a planned programme to meet the pupil's aims and objectives.
- RSO will ensure that pupils receive a work experience logbook along with the help required to complete it correctly where appropriate.
- Co-ord will act as the school's contact point for pupils and employers throughout the work experience placement in case of any difficulties contact numbers for the RSO and Co-ord will be passed to the employer.
- RSO will ensure pupils are monitored at some point during their placement and this contact is logged on e-portal. Any concerns will be brought to the attention of the Co-ord and Pastoral Manager and if necessary followed up by other involved agencies e.g. Health and Safety, EBP. If there are any out of hours placements then a member of SLT (usually Pastoral Manager) will be on call and the employer will be provided with a contact number.

- Co-ord will ensure the programme is evaluated through pupil, staff, parents and employer feedback.
- Co-ord will ensure the programme is evaluated against its stated aims and objectives to ensure continuous improvement.
- Co-ord will inform the transport manager of the details of the placement.

#### **PARENTS RESPONSIBILITIES**

Parents will be responsible for ensuring that pupils are prepared and punctual, ensuring they are dressed appropriately and have packed lunches as required. Parents are responsible for notifying both the school and employer if the pupil is unable to attend.

#### **PUPILS' ENTITLEMENT**

The Pilgrim School is directly involved in placing pupils in the workplace. The Pilgrim School will endeavour to plan, organise and liaise with work experience providers and the local Education Business Provider (EBP). The Pilgrim School will consult the home school, (if the pupil is dually registered) parents and medical personnel before work experience is undertaken.

- In mainstream school, pupils are entitled to two weeks work experience, but for pupils at the Pilgrim school, work experience will be based on an agreed timescale and could be either block placement or extended over a certain amount of months.
- All pupils will receive adequate preparation; briefing, debriefing and follow up for work experience through EBP guidelines, but this may be subject to modification to take into account individual needs.

The aims and procedures for the work experience programme will be communicated to pupils, staff, parents and placement providers.

The preparation programme includes sections on:

- Health and Safety
- Equal Opportunities
- Employer expectations
- Career interviews
- Skills for interviews
- Telephone skills
- Key Skills awareness
- Completing application forms
- Completing a word-processed CV
- Completing the Work Experience Logbook

The school will endeavour to help the pupils to achieve the placement of their choice wherever possible. This will depend on the employers' offers of placements to the school.

## **Annex A to Work Experience Policy**

Work Experience Checklist:

The school has written employer consent for the pupils to attend with agreed dates and timings.

The school has written parental consent for the pupil to attend.

The pupil has been briefed as to what will be expected of them during their work experience.

If booked through EBP then all paperwork completed and EBP database updated.

If not booked through EBP then the following information will need to be checked and agreed:

- Description of Tasks/Activities
- Dress Code/PPE
- Hours of work
- Start and Finish dates
- Meal break information (incl lunch arrangements)
- Transport arrangements
- A full risk assessment taking in the items below is in place as necessary:
  1. Slips, trips and falls
  2. Induction
  3. Supervision
  4. Young Persons Risk Assessment
  5. Confidentiality
  6. Hours
  7. Lack of knowledge/experience
  8. Hazardous Substances
  9. Mobile Phones
  10. Noise
  11. Manual Handling
  12. Prohibited Practices
  13. Vehicle Movements

The employer has full liability insurance in place.