

Policy for Work Experience Student Placement

Rationale

Work Experience is an important part of Education for Employability which allows students to learn about the world of work in a “real life” working situation. We work in partnership with our local schools and therefore support, in so far as is possible, the placement of Work Experience students. The additional support that these students can give helps to support our Mission to **‘educate and inspire every child to fulfil their unique giftedness within a loving Catholic community’**.

Aims

- To provide an introduction to work habits and working conditions
- To provide students with experiences which will assist them to obtain future paid employment whether inside or outside education

Role of the School

The school will liaise with the student’s school or college before the placement begins. The school will provide placements for a maximum of one student per phase at any one time. Where there are more applications than places, the school will prioritise in order of applications received. The school accepts the responsibility for the health and safety of students while on school premises and the class teacher will provide them with all necessary information and any equipment needed to ensure safety. Any injuries to the student whilst on work experience will be covered by the Employers Liability Insurance policy. Students will be informed that any injury or damage caused through a deliberate act will not be indemnified. Students will be given meaningful and relevant tasks to undertake in line with their experience and capabilities. They will be under the constant guidance and supervision of the class teacher. The school reserves the right to terminate arrangements if the student fails to comply with expectations.

Role of the Student

The student will meet the expectations of their school/college for record-keeping. The student will attend each day at the expected times (8:30 – 3:30) and will inform the school if they are unable to attend. Students will be expected to follow the school Dress Code and to adhere to the Health and Safety Policy. They will be required to set a suitable example of behaviour and attitude to the children, to carry out tasks set and to refer any queries to the class teacher. The student will apply in good time (at least 8 week’s notice) to the headteacher in writing stating reasons for their request. Students will sign in and out of school using the Signing in/out book and wear a Visitor’s badge.

Role of the Student’s Mentor/Supervisor

The mentor/supervisor will visit the school during the placement to ensure that each party is happy with the arrangements. The student’s school / college will ensure that the student’s parents have the necessary information about the arrangements and that they know who to contact if there is a problem during the placement. The mentor/supervisor will provide the school with any information about the student which could affect their health, safety or welfare during the placement. The mentor/supervisor will inform the school of the lunchtime arrangements for the

student and whether their parents consent for them to be off-site during this time (the school cannot accept any liability for any incident that may occur during this time).

Monitoring

This will be based on the evaluations of all parties involved and will be overseen by the Assistant Headteacher/ Deputy for each placement.

Guidelines

Students in the last two years of compulsory schooling can take part in Work Experience (from the start of Y10).

Breaktimes and Lunchtimes – students will be able to use the School Library area. They should bring their own lunch. Hot drinks can be provided and the student should liaise with the class teacher if this is required. With their parents' consent they may be off-site at Lunchtime but must return in time for the afternoon session.

Agreed by Personnel Committee - 3rd November 2016
Policy Agreed by Governing Body – 24th November 2016
Review – bi-annually
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