

Hillview School for Girls
Work Placement Procedures
(Based on KCC's Work Experience Policy)

Summary

Work experience forms an integral part of the Careers, Education, Information and Guidance (CEIAG) programme at Hillview. This clearly supports Gatsby Benchmark 6 "Experiences of Workplaces" which states:

Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks. <https://www.goodcareerguidance.org.uk/the-benchmarks>

Our aim is to offer our students a high quality and meaningful engagement with employers to give them a valuable experience of the work environment and develop their employability skills. We aim to fully involve students in this experience by encouraging them to seek their own relevant work experience.

To support inclusion students with Special Educational Needs or Disability (SEND), or any other additional needs, will be supported appropriately through liaison with parents and relevant staff i.e. the Special Educational Needs Co-ordinator (SENCO) and the placement provider.

Introduction

Work experience should:

- Enhance students' knowledge of the world of work
- Develop students' employability skills
- Provide an insight into the skills, qualities and attitudes required by particular sectors and employers
- Provide opportunities for personal and social development – including self-confidence, time management, personal organisation and resilience
- Help prepare students for the world of work
- Enable students to make cross-curricular links
- Support the School's CEIAG provision
- Provide students with an opportunity for self-evaluation

General Work Experience placements are only permitted by law for students during the last two years of compulsory education and for Post 16.

At Hillview students complete a one-week placement in Year 12 (at the end of Term 6) and particular subjects offered in Post 16 require work placement opportunities for their learners as part of the course over an extended period of time (completing a required set of hours). It is Hillview's policy that all work experience is unpaid, as the employer is providing the opportunity for the student to gain new skills/knowledge in exchange for their time.

Safeguarding

Guidance from the Disclosure and Barring Service (DBS) and the Department for Education in the document "Keeping Children Safe in Education" indicates: • Pupils below the age of 16 cannot have a DBS check undertaken.

The Working Time Regulations

(1998) applies to students under the age of 16 on work experience placements; and as such:

1. They should not work for more than 5 days in any consecutive 7-day period.
2. The number of hours worked and pattern of duties is normally agreed by placement providers, education establishments and students.

Hillview will put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours. It is strongly recommended that students should not be asked to work more than a standard 8-hour day, inclusive of breaks.

Students under the age of 16 are only permitted to work between 7am and 7pm.

Organisation of Work Experience

The Careers Lead/Future Pathways Team, who will be the first point of contact for all students and placement providers.

Students are expected to play a key role in organising their own placement.

This arrangement supports the students as it encourages them to use the initiative to find suitable placements, to make contact with employers and communicate with adults about issues to do with Work Experience.

In our experience the placement is more likely to be successful if the student arranges it themselves.

The Future Pathways Team will decide whether or not to offer Work Experience to those students who are not making expected academic progress or whose attendance/behaviour falls below the expected standard.

Preparation for Work Experience

Parents will be given guidance well in advance of the time allotted for Work Experience.

A letter will be given to students, which contain information for parents and an initial application/consent form for completion

Students are expected to obtain their own placement, in the first instance.

The Careers Lead will set a date for forms to be returned and assist those students who have been unable to source their own placement. Discussions will take place with these students to ensure they are placed in a suitable/meaningful establishment. Placements are required to read and agree to our expectations for them contained in the Hillview Work Experience Protocol

The Employer need to complete and return an Information Sheet/Form Document sent to the person responsible for supervising the student (which includes sections to confirm they have Employees Liability Insurance(ELI) and appropriate risk assessments in place), a copy of which is given to the student. Students can not attend until this document has been returned and approved by the Careers Lead.

Students will be briefed prior to going on work experience. This briefing will include: health and safety; responsible use of social media; behaviour and expectations. This briefing will take place either during form time or in a morning 'drop down' session. Subject specific work placement will require Curriculum Leads to explain expectations and paperwork to their leaders and support Careers Lead in its completion and following up with student at placement.

Students are sent a copy of the Hillview Work Experience Protocol, which details what is expected of them during their placement.

A letter is given to parents/students detailing final arrangements, this is required before a student can start placement.

During Work Experience

The expectation is for students to behave in an exemplary manner during their Work Experience, as they are ambassadors for Hillview

The majority of students will be checked by the Careers Lead. During the check in the member of staff will check on student welfare and an evaluation form will be completed by the placement.

Students on placement for a Subject/course requirement will be required to complete the appropriate documentation to meet the subject specifications. Those on whole Year placement will be complete reflection activities on skills post placement.

Any issues reported by either the placement or the student/parent/carer, will be dealt with in a timely manner, by an appropriate member of staff (this can be the Careers lead Pastoral Leader or a member of the Senior Leadership Team) depending on the issue

After Work Experience

Evaluation sheets are collated, logged and any negative feedback discussed with the student. A report is produced from each evaluation sheet to give to the student, highlighting their strengths

and what also needs to be improved. Any paperwork required for a subjects should be coordinated with the Curriculum Lead for the subject. General students will use PDL/mentor time to record reflections activities using Careers Pilot for use in preparing CVs and personal statements.

Review of Program

The work experience programme is reviewed by the Head of Future Pathways Team (Careers Lead). This review is based on evidence from students and placement providers and will be presented to the SLT and the Governors as part of the CEIAG reporting procedures.

Protocol for Students

Introduction

Through work placement visits you will have the opportunity to observe the interaction the student has with nursery children and staff. This will help you make well-informed judgements about progress being made by the work placement student.

Each visit should be agreed in advance with the student and have a clear purpose.

Preparing for a visit

- Clarify the purpose of the visit. What are the relevant areas you will be assessing the student on?
- Discuss an agenda with the student well in advance. Make sure that the date chosen is mutually agreed and convenient.
- All appropriate paperwork has been completed and confirmed with setting regarding arranged visit.

During the Visit

- Remember you are making the visit on behalf of Hillview School.
- You are not there to make judgements on the nursery or its staff. (or have involvement with parents/staff/children unless it directly relates to your student's observation)
- Be punctual, courteous and considerate at all times, respecting the professional roles of all employed staff.
- When you arrive agree with the manager and student what involvement you will have with children.
- Position yourself discreetly, you should not be a focus for the nursery children or any visiting parents.
- Observe discretely - don't distract the staff or student during the activity/s.
- Make notes as soon as possible while the evidence is still fresh in your mind.
- Don't interrupt the activity - listen and watch the student you are there to observe, allow for the interactions to happen
- Only step in/comment when there is a direct concern about the health and safety or well-being of your student or a child within the setting is at risk
- Any paperwork the student has regarding the visit, if it has not been given to you in advance or as you enter, can be asked for at the end of the observation or during your follow up discussion

There may be practical suggestions that you wish to make to the student, however, this should be done when you next meet them at Hillview

After the visit

- Arrange a time to meet the student that is convenient
- Ensure student submits any relevant paperwork
- . May meet individually with student at the setting to have discussion/feedback about interactions or follow up questions once the interactions are over, if the time allows for this, or wait until return to Hillview.
- Have discussion regarding relevant theoretical concepts
- Encourage student reflection both verbally and in written form
- Discuss what you have observed with the student. Use the opportunity to clarify any areas for improvement.
- Reflect with the student on the visit, for example: how did a specific activity go?

- What the student could do next time and how they can evidence this to you on your next visit.

Remember you are a visitor and any concerns you may have about safeguarding or health & safety should be discussed discreetly with the nursery manager/ owner in their office. You should also pass any concerns to Safeguarding Lead when you return to Hillview.