



Work Experience Policy

Adopted by Governing Body: January 2015

Reviewed by Governing Body: 10.02.21

Cycle of Review: 3 years

Statutory Policy: No

UN Convention on the Rights of the Child (Article Numbers: 29 Your education should help you use and develop your talents and abilities. 32 – You have the right to protection from work that harms you and is bad for your health and education. If you work, you have the right to be safe and paid fairly)

WORK EXPERIENCE POLICY

AIMS

The aim of Work Experience at Pitcheroak School are:-

1. To enable students to apply skills, and to increase their knowledge and understanding of concepts learned in the classroom.
2. To promote students' personal and social development.
3. To develop students understanding of work, and economic and industrial understanding.
4. To make students aware of the types of continuing education, training and employment.
5. To gain an insight into the skills and attitudes required by employers.
6. To help students develop self-reliance, flexibility and the ability to work with others.
7. To help students to make the transition from school to work.

Work experience should be an integral part of a young person's development and should prepare them for the transition from life at school to adulthood. Work experiences enable students to experience the demands and expectations of the adult world of work and provide the opportunity to put into practice and see the relevance of skills learned at school.

At Pitcheroak we aim to develop the 'whole person' by providing an insight into the nature and discipline associated within a work environment. We hope that we are able to offer students with experiences that stimulate a more mature and positive attitude to learning and education and enhance academic achievement.

By providing work related learning opportunities we hope we can build confidence by enabling students to experience success in an environment other than that at school. We also endeavour to enable the students to make more realistic and enlightened job choices by allowing them to try out a vocational preference before committing themselves to it.

Work Experience at Pitcheroak School is seen as an essential component of the Careers Education and Guidance Programme. Work Experience helps to enhance the student's knowledge, understanding and experience of the World of Work.

RISK ASSESSMENT

For any work placement we expect that the employer completes a risk assessment for the duties being undertaken by the student, taking into account the ability, age and limited experience of the young person and that the key findings will be communicated to the student before the commencement of the placement. The employer should be informed of any medical conditions the student has, which could result in increased risks to the student or an employee's health and safety during the placement. The employer will then be able to identify any significant risk(s) and the necessary control measures will be put in place to ensure the safety of the student.

HEALTH, SAFETY, WELFARE AND SECURITY

The employer recognises that a student on work placement is to be regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care. A current health and safety policy will be obtained by the School and checks will be made for compliance with the provisions of the Health and Safety at Work Act 1974 and its relevant statutory provisions.

The employer will undertake a suitable and sufficient risk assessment in relation to the health and safety of the student while on the placement, taking into account the student's inexperience, immaturity and lack of awareness of risks. At the start of the work placement, the employer will provide students with a health and safety induction, which will include workplace hazards and their control, fire, emergencies, first aid, accident reporting and security arrangements.

Students will not do work prohibited by law, operate dangerous machinery, carry out any manual handling tasks identified as being a risk to the student's health and safety, or be exposed to dangerous substances, radiation, extreme heat or cold, noise or vibration or any other work environment that may endanger their health and safety.

Where appropriate, students will be provided with and instructed on the correct use of personal protective clothing and equipment (PPE) and its use will be enforced.

The employer will notify the parents/carers and School, by telephone and as soon as practicable, of any accident, of any case of ill health or any other incident which relates to the student's work placement. When appropriate, the employer will comply with the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The employer will have access to adequate first aid facilities as required under the Health and Safety (First Aid Regulations 1981).

PLACEMENTS

In Key Stage 4 students will be given the opportunity to take part in Work Experience from Year 10 (Summer Term) onwards if deemed appropriate.

We only offer (where suitable) block placements in Key Stage 5. Duration of placements will also vary based on the needs of the student. Certain students will benefit from one or two day placements, others will benefit from one day a week or one week block placements. Others may follow a two-week block Work Experience placement.

We purchase services from Worcestershire Education Business Partnership (WEBP) who manage the database for our school. The contact member of staff responsible for WEBP is Terry Owens.

WEBP risk assess the venue and then we assign students on the database. Information re. medical needs etc. is shared with Employers at the time of contact and parents/ carers complete a consent form. Students almost always attend with a member of Pitcheroak staff or a parent/ carer. The school maintain regular communication with employers to ensure that all parties are supported.