

Bethany School Work Experience Policy

January 2022

Aims:

In Year 10 students with the help of their parents should be considering their long-term futures and the calling of God on their lives. The experience of work may help in many ways to increase the pupil's perceptions of work in general, and of particular occupations.

Year 10 students will undertake a week of work experience during the Spring term. Parents will be asked to research a placement for their child over the summer prior to the start of Year 10. School will then liaise with the work experience provider and undertake checks on H&S and insurance.

The aim of the placement is to promote personal development in a pupil's character including:

- Growth in self confidence
- Ability to communicate with a wider range of ages and types of people.
- Ability to appreciate the nature of the secular work environment.
- Development of initiative.

It enables students to practice a range of core vocational skills in a working environment.

It enables students to perceive the levels of competence and expectation, which are regarded, as adequate for the demand of work.

It assists students in developing a realistic view of their potential and career prospects.

It tests the ability to co-operate with others in the teamwork that most forms of employment require.

It provides an opportunity to taste the world of work, followed by debriefing and further careers guidance.

Roles and responsibilities

The school will -

Have a named person responsible for coordinating work experience this involves sending and collating Health and Safety forms (Appendix A) on arranged placements and ensuring that paperwork is signed and agreed by all parties. At Bethany Christian School this person is Mr David Charles.

Ensure that students and parents are fully involved in the process by them locating and arranging a placement, and parents ensuring that the information required by the school relating to the employer has been completed. In the unlikely event that a placement is clearly unsuitable, a decision will be made between the school and the parents as to the course of action to follow. Either for the placement to continue with increased input and liaison from the school or for the placement to be terminated and an alternative found where possible.

Encourage student input into the experience through preparation of a C.V. to be sent to the placement provider and interactive discussion sessions aimed at raising awareness of the work place.

Prepare students for their placement. There will be brief sessions prior to the placements, to advise students on what to expect and how to conduct themselves, and to make students aware of health and safety issues and their responsibilities in this area. In some cases students may be asked to provide a C.V, or brief paragraph stating their interests in, and abilities in a particular area.

Contact the student and placement provider during the placement.

Provide an opportunity for the student to be debriefed after the placement. Students will be expected to keep a diary of their experiences, and will have the opportunity to feed back to their class during 'Tutor time' on their return to school. Students will also be expected to write a letter of thanks to the employer for the time they have spent with them.

The placement provider will -

- Adhere to the relevant legislation guidelines.
- Allow students to make a preliminary visit.
- Have a planned induction programme which covers health and safety and conditions of work.
- Through the students, supply the parents with information about risks to health and safety and measures taken to prevent or control them.
- Discuss and review the student's learning objectives.
- Provide the student with a mentor.
- Provide a worthwhile and relevant experience.
- Supervise the student at all times.
- Provide written feedback to the student and teachers.
- Seek feedback on the quality of the placement.

This policy should be read in conjunction with:

- Health and Safety Policy
- Safeguarding Policy

This policy is based on the policy and practice (with adaption) being established at Bradford Christian School and we hereby acknowledge their help in sharing their journey and practice with us in this process.

Policy adopted by Governors: 7th February 2022

Policy review date: February 2025

Appendix A - Y10 Work Experience Health and Safety Form

To be completed by the Family:

Student name:	
Student date of birth:	
Student contact details:	
Parent/Carer name:	
Parent/Carer emergency contact details:	
Student declaration:	
I agree to attend this placement for the 5 days agreed and complete it to the best of my ability.	
Student Signature:	Date:
Parent/Carer declaration:	
I agree to my son/daughter attending this placement.	
Parent/Carer Signature:	Date:

To be completed by the Employer:

Placement Company Name:	
Placement (type of company/nature of business):	
Placement address:	
Name of person responsible for the student during their work experience:	
Contact telephone no:	
Contact e-mail:	
Does your business have Employers Liability Insurance?	Yes/No
Employers are required to provide work experience students with a suitable induction to their work place at the start of their placement. Please confirm if this will be done:	Yes/No
Does your business have a Health and Safety Policy?	Yes/No
Does your business have a Fire Safety Policy?	Yes/No
Are there any risks associated with working within your company that the school and student need to be aware of?	
Is there anything that the student needs to complete before taking up their work placement?	
Please provide the following information:	
Start and finish times:	
Days of work:	
Dress Requirements:	
Employer Declaration:	
I confirm that the information above is correct. I undertake responsibility for the Health and Safety and Welfare of the young person during the period of their work experience	
Signed:	Date:

Bethany School Contact details:

Finlay Street, S3 7PS telephone: 0114 2726994 email: office@bethanyschoolsheffield.org