



## **SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS (ACADEMY)**

### **SCHOOL AIMS**

South Wilts is a progressive grammar school for girls which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The School is dynamic and works with the community to prepare its students for life-long learning and adult independence in part through the work related curriculum.

South Wilts Grammar School values and respects all students equally and aims to provide equality of opportunity wherever possible.

### **WORK EXPERIENCE POLICY**

***We believe that all students should experience the world of work***

#### **AIMS**

***Work Experience aims to help students and students:***

- to gain experience of work
- to check out or reinforce their career thinking
- to develop skills in the work place
- to gather evidence to support academic studies
- to understand the health and safety implications of the workplace
- to provide evidence for their Record of Achievement and future applications to Higher or Further Education or employment

#### **ENTITLEMENT**

***The School aims to:***

- provide experience of the world of work through opportunities in school such as Scientist in School Day, Industry Days and the Real Game
- provide opportunity to experience the world of work outside school by encouraging the girls in Year 8 to take part in Take Your Daughters to Work Day
- provide Work Experience for all students in Year 12 as an integral part of their study programme;
- ensure all students have an equal opportunity to take part in the Work Experience Scheme regardless of their ability, disability, race, religion, belief or sexual orientation.

#### **PROCEDURE**

Work Experience is co-ordinated by the Deputy Head (Pastoral), the Director of 6<sup>th</sup> Form and the Work Experience Coordinator, who is a member of the support staff.

It is supported and evaluated through the PSHE programme and the tutors through the Individual learning Plans.

Experience of the world of work is co-ordinated across the year groups to provide a cohesive and progressive experience for all:

#### **YEAR 12**

All students in Year 12 will have the opportunity to participate in a Work Experience placement in July of the Summer Term. The 6<sup>th</sup> form team and the Careers and Personal

Development Officer will brief the students on specific requirements for work experience for groups of students such as those who intend to study medicine, teaching or veterinary medicine.

The placement will last one week. Students are asked to work for at least 37 hours and if the placement falls short of this, they are expected to spend additional time in school. If a student has completed at least 37 hours of work experience during the course of the year in an Extended placement they will not be expected to complete the week in July, although they will be able to choose to do so if they wish.

Placements will be coordinated through the school but students will be encouraged to take responsibility for selecting them from a database held by the school or through their own research and contacts. The Work Experience Coordinator will coordinate and update the database of known placements.

No placements will be agreed until a signature of parental approval has been received.

All placements will be assessed by the school for both suitability for the student and health and safety. A risk assessment will be carried out, contact made with employers to discuss any perceived risks and in the case of a higher risk placement a site visit will be carried out. If the Health and Safety check cannot be carried out in time or the placement is deemed unsuitable, parents will be notified at the earliest possible opportunity and an alternative placement sought where possible.

A voluntary contribution of 15 towards the cost of Work Experience administration will be sought from parents. Parents will be asked to pay £25 to contribute towards the cost of a site visit in the case of high risk placements requiring a detailed health and safety check. The Director of 6<sup>th</sup> Form will refer to the medical records and the SEN register and alert employers to any necessary information to support the success of the student's placement.

Preparation is included within the PSHE programme. Students will be encouraged to set out objectives for their placement and these will be shared with the employers. Students will evaluate their learning and the experiences they have gained through the placement by writing a statement following the completion of the placement. They will be required to demonstrate their attendance and learning through their Individual Learning Plan and by their use of the on-line Kloodle portal.

All students are required to attend a Health and Safety briefing and a register is taken so that absentees can be followed up and briefed individually.

All students will be visited by teachers and further suitability and Health & Safety checks are noted on the Teacher Visit Report Sheet. During the visit, members of staff should talk to employers and students separately where possible, complete the teacher visit report sheet and report any perceived problems to the Deputy Head (Pastoral) and the Work Experience Coordinator on return to school. Out of area placements will be identified on the spreadsheet of placements and for these placements a telephone contact will be acceptable.

## **MONITORING**

This Policy will be monitored by the Work Experience Co-ordinator. An annual audit is carried out by the Deputy Head (Pastoral), the Director of 6<sup>th</sup> Form and the Work Experience Coordinator and this will inform future planning and delivery of the programme. The Action points from the Annual Review will be added to the 6<sup>th</sup> Form Development Plan and any significant points will be reported to Governors in the Autumn Term Curriculum Committee meeting.

## **EVALUATION**

The programme is evaluated by the student in their Individual learning Plans, by the employers who complete a written report, by staff who visit and by the Work Experience Co-ordinator.

**Thank you for considering taking a work experience student. Please complete as much of this form as you can and either return by email to [jxt@swgs.wilts.sch.uk](mailto:jxt@swgs.wilts.sch.uk) .**

Employer's name:		Number of employees:	Female:
Nature of business:			
Workplace address:		Main contact:	
		Fax:	
Employers liability insurance:		Risk Banding	
Supervisor(s) name(s):			
Type of work carried out at workplace location:			
Job description for students on work experience			
Skills the student will need to undertake this placement			

**To enable employers to understand their responsibilities this document is accompanied by the Health and Safety Executive booklet Young people and Work Experience and a brief guide to child protection.**



## Young people and work experience

### A brief guide to health and safety for employers

<http://www.hse.gov.uk/pubns/indg364.pdf>

This leaflet is aimed at employers who provide work experience opportunities to young people. It will help you, and those responsible for work experience in your business, ensure young people have their health and safety protected while they are with you.

Please ensure that your work-force are provided with access to the booklet, particularly those who will be supervising young people on placement.

You can find more useful information and sample risk assessments at:

<http://www.hse.gov.uk/youngpeople/>

Please note below any significant risks identified - to be completed by the employer	Please note below relevant control measures to reduce risks

Please note below any dress code and Personal Protective Equipment and Clothing (PPE&C) provided

Please note below any requirements for a pre-placement visit, hours, transport, lunchtime and other arrangements

Please note below any additional relevant information

**Please identify below the Organisation Manager or their representative who completed this form:**

	Name	Job title:	Date:
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**representative of the school or organisation requesting the placement:**

Identify below the details of the person assessing that there are no obvious reasons why work experience cannot commence.

	Name:	Job title:	
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Please return this form to: June Taylor [jxt@swgs.wilts.sch.uk](mailto:jxt@swgs.wilts.sch.uk)



# WORK PLACEMENT FORM Parent and Student WX3

South Wilts Grammar School	Contact: June Taylor <a href="mailto:jxt@swgs.wilts.sch.uk">jxt@swgs.wilts.sch.uk</a>
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## STUDENTS DETAILS

## EMPLOYERS DETAILS

WORK EXPERIENCE JOB TITLE AND BRIEF DESCRIPTION OF DUTIES	
Start time	Clothing Requirements:
Finish time	Lunch arrangements:

## STUDENT

As the student named above I agree to take part in this work experience scheme and confirm that I have read and understood both sides of this form. I also agree to hold in confidence any information about the Employer's business which I may obtain during this work period and not to disclose any such information to another person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer and made known to me either by the Employer's representatives or by displayed instructions.

I agree to the school sharing any information necessary to support my educational or medical needs whilst on my placement and any relevant safeguarding information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT/ GUARDIAN

As parent/guardian of the student named above I confirm that I have read and understood both sides of this form and agree to his/her taking part in this scheme and undertake that he/she will observe the conditions set out.

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In the interest of my child I confirm that:

\*(i) He/she does not suffer from any medical condition which could result in an unnecessary risk to his/her health or

safety or to the health or safety of another person.

(Should you be in any doubt, please consult the teacher responsible before signing this form).

\*(ii) He/she suffers from the following medical condition which should be conveyed to the employer. (Attach details). \*Please delete as appropriate.

I agree to the school sharing any information necessary to support my daughter's educational or medical needs whilst on her placement and any relevant safeguarding information.

Name (printed)

Date:

Signed

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# FINDING YOUR OWN WORK EXPERIENCE

WE 2



If you wish to suggest a placement that you know of for your work experience you will need to have this form completed by the employer and your parent. We will only allow you to do work experience with an employer or organisation that has Employers Liability (Compulsory) Insurance (ELI) so the employer must attach a photocopy of their current policy or a scan of it if this form is returned by email. **If the ELI is not attached these forms will be returned to you.** All sections must be completed clearly, so please print.

**Employers Page** – Thank you very much for offering to host a student on work experience. We will try to keep the administration to a minimum.

Organisation name:

Department:  Approx no. of employees:  Male  Female

Address:

Name of contact:  Position:

Tel:  Fax:  E-mail:

Please complete the box below if you have taken work experience students before giving details of the school(s) or Local Authority who arranged it:

Organisation name: (School, local borough etc.)	Tel: Fax:
Contact name:	E-mail:
The year you first stated taking work experience students:	Number of students you have taken:



**Young People on Work Experience** is the Health & Safety Executives short introduction to the employer's responsibilities. This may have been emailed to you or you can access it at:

<http://www.hse.gov.uk/youngpeople/>

Can you please confirm by putting at **Y (for YES)** in the box to indicate that you have read it and made a copy available to anyone who will be supervising the student while they are with you.

To help you and your staff the student/parents contacting you will have included some short 'safeguarding' guidance. Can you please confirm by putting a **(Y for YES)** in the box to indicate you have received it and have made a copy available to anyone who will be supervising or working with the student.

Please indicate the type of work the student will be undertaking:

Hours of work:

Any special dress code:

Employers Liability (Compulsory) Insurance:

Name of Insurer:

Policy No:

**Please ensure you attach a photocopy or a scan of your current ELI policy certificate**

# Parents Page

Student name:  School name:   
Home tel:  School tel:   
School contact:

Students age on first day of work experience:  yrs  mths

**How did you find the placement?** Is this through a friend, relative, neighbour, did you write a letter, telephone or visit the employer?

**Parental recommendation:**

Why are you recommending this placement? How long have you known them? We need all the assurances you can give us and good reasons why you think your son / daughter will be safe and well looked after.

Parents' name:

Tel:

Email:

Please return this form to: June Taylor [jxt@swgs.wilts.sch.uk](mailto:jxt@swgs.wilts.sch.uk)

**Upon completion this form should be immediately handed to your school work experience co-ordinator**

## **WORK EXPERIENCE PLACEMENT ASSESSMENT RECORD**

### **Letter of Understanding**

#### **THE JOB**

1. The learner will carry out meaningful work, as described in an agreed job description. The employer will ensure that the work will be planned by a responsible person and the student will receive appropriate induction, instructions and supervision during the period of the work experience.
2. Pre 16 and Post 16 students attached to a school's work experience programme will not receive any payment for this work, in accordance with the current Education Act.
3. The learner will work the hours shown on the agreed job description, which will be in accordance with employment regulations for Young Persons

#### **HEALTH, SAFETY, WELFARE AND SECURITY**

4. The employer recognises that a student on work experience is regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care. The employer will ensure that the student does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied where necessary and instruction given on its use. The employer undertakes to restrain any animal likely to cause harm to a student while undertaking work experience.
5. The employer recognises the need for risk assessments to be carried out for students before the placement, and that if appropriate these are communicated to the parent/guardian. The employer also undertakes to monitor and modify risk assessments during the placement to take account of an individual student's capabilities and any changes to working practices.
6. For schools work experience, the learner's parent/guardian will be expected to confirm firm that they are not suffering from any medical or other condition that will create a hazard either to the student or to those working with him/her.
7. In case of absence, accident or sickness the employer will immediately notify the educational establishment. The learner will have access to welfare and other staff facilities including first aid.

#### **CHILD PROTECTION**

8. The employer is reminded of his/her duty of care towards young people and to consider the suitability of staff who work with them. The employer endorses the statement of principles contained in the Child Protection Guidance. The employer is also reminded to disclose staff, where known, who are disqualified from working with children, where appropriate, in accordance with The Criminal Justice and Court Services Act 2000.

#### **INSURANCE**

9. The employer has or will have in place Employer's Liability (Compulsory) Insurance, Public Liability Insurance and vehicle insurance (where relevant), and will confirm that students on

work related learning schemes are covered by each policy before the placement commences.

#### **DATA PROTECTION**

10. The employer gives permission to process employer personal details for the purposes of work experience and Education Business Link Activities. In accordance with the Data Protection Act 1998, learner's personal details are confidential and should be safeguarded.

#### **STATUTORY OBLIGATIONS**

11. The employer agrees to observe all relevant/current legislation, in particular relating to Health & Safety, and discrimination, race relations, disability and the Children Act.

Reviewed by	Date of Review / approval	Review cycle	Next Review Date	Statutory / Non statutory	Website
Curriculum	Autumn 2016 (normally Summer)	Annually	Summer 2017	Non statutory	Yes