

YEAR 10 WORK EXPERIENCE

INFORMATION FOR STUDENTS AND PARENTS

A NEW APPROACH FOR 2022

This year we will be running work experience for Year 10 during the week **Monday 16 to Friday 20 May 2022**. However, we are very aware that the world of work has changed since we last ran work experience, and student confidence has been impacted, so we have decided to try a new approach for 2022.

This year our Year 10 work experience week will include two in school activity days on Monday and Friday and three work placement days with employers on Tuesday, Wednesday and Thursday, as outlined below:

Day one will be an in school 'Get Ready for Work' day to ensure students are well prepared for their placement, are more confident in their understanding of the world of work and employer expectations, and are ready to maximise their learning and skills development whilst on placement.

Days Two to Four will be with an employer of their choice, acting as an employee and carrying out tasks with an emphasis on doing and learning rather than watching.

Day Five will be an in school activity day reflecting on what they learned about the world of work, what skills they developed, and what choices are available to them post 16.

We are also mindful that employers, who are crucial to delivering work experience, are currently facing many challenges; some have ceased trading, logistics are an issue, home working has become common, and there are huge recruitment challenges, so we hope a shorter 3-day work placement makes it easier for employers to accommodate our students. This approach also gives us the option of running virtual work experience for students who cannot get an in-person placement or are offered virtual work experience by an employer.

We hope this new approach will give us a truly flexible approach to work experience that can meet the needs of both our students and the employers who offer placements.

WHAT IS WORK EXPERIENCE

Work experience enables students to gain important insights into their career interests and values; and can help them with their future decision making. It gives students the opportunity to understand the work environment, develop and practice employability skills, and prepare for employment or future training in a safe and supported way.

On work experience a student spends time on employer's premises and carries out set tasks, as would an employee, with an emphasis on the learning aspects. Students can go on work experience from the beginning of year 10, when students are aged 14/15 years old.

The aims of work experience at Burford School are to inspire our students to make positive choices for post 16 options, gain an understanding of what it's like to work, develop employability skills, and gain confidence.

KEY DATES FOR YEAR 10 WORK EXPERIENCE

Monday November 15: Work Experience Launch Assembly

Students will be given information, told about the process, and notified of deadline dates.

Wednesday November 17: Parent Work Experience Webinar

A webinar for parents/carers to find out more about the process, key information and ask questions.

Tuesday November 30: Deadline for [Parental Consent form](#)

Parents/carers will be sent a link to an online form or can use the link above to complete the form.

Wednesday February 16: Deadline for [Notification of Placement Form](#)

Students have 3 months to find a placement with an employer for Tuesday 17 to Thursday 19 May. Information about the placement must be added to the Placement Notification Form (link above) by this date.

Friday April 22: Employer Work Experience Form deadline

All employers are sent an online form to collect placement, health & safety and insurance details. Employers must meet the school's standards for health, safety and insurance for a placement to occur. The Employer Work Experience Form must be completed by this date.

April 2022: Data Sharing for Risk Assessment purposes

Parents will be given employer contact details to share any medical information needed by the employer to carry out a suitable risk assessment for the student prior to placement. Employers are given parent contact details to share risk assessment information prior to placement (where required) and in case of emergency. This should be shared before the placement starts.

Monday 16 May: Get Ready for Work day (in school)

Tuesday 17 to Thursday 19th May: Work Experience Placements take place (employer site)

Friday May 20: Work Experience Review and Post 16 Options day (in school)

FINDING A PLACEMENT

Students will need to do some research and will need to think about the type of role they would like, and the type of organisation it will be in. Then they can ask parents, family and friends, for contacts or use Google to find local companies to approach. A direct introduction is best, so see if anyone known to the student can offer an introduction. If not, see if you can find a contact online. When making contact, it's important to be clear about what is being asked for and give details such as when, how long, and what the student is looking for. Students can contact the organisation by telephone, letter or email, but should sound professional, interested and polite. Students may need to follow up several times to get an answer and may need to try a few people to get a yes. If an employer can only offer 1 or 2 days, this can be added to the Placement Notification Form. This may be the case for people working from home part-time.

If students need help finding a placement they can contact Mrs. Haines for support. It's best to do this well before the 16th February deadline date.

Things to consider when sourcing a placement:

- Parents have responsibility for travel to a placement.
- Not all job roles are suitable for work experience so students may need to be more realistic in their choice.
- Year 10 work placements are to find out more about the world of work rather than a definitive career choice.
- Some sectors are very competitive, some have application forms.
- Some employers now offer virtual work experience rather than in-person work experience.
- Students cannot have work experience with people working from home unless they are parents/carers
- If for any reason you do not get a placement, or it does not cover 3 days, the school will provide a virtual work experience project on those placement days.

KEY INFORMATION

HOURS OF WORK

Students are treated as young workers when on work experience, so it is expected that:

- There is a maximum of an 8-hour day (not including breaks/travel)
- Students should not **usually** work before 7am or after 7pm
- Students are entitled to a rest break (of at least 30 minutes) after 4.5 hours worked
- Students should have a rest period of not less than 12 consecutive hours in each 24-hour period

We suggest that working hours are clearly agreed by the employer and student/parent in advance of the placement and students are advised to contact employers prior to placement to confirm working times.

PAYMENT

Work experience is part of the school curriculum and employers should make no payment for work experience to students. Payment would cause issues with child employment law, however, employers may offer expenses for lunch and/or travel at their discretion.

LUNCH ARRANGEMENTS

Students will follow the employers' usual lunchtime arrangements. If parents would prefer students not leave the employers premises at lunchtime, please contact the employer directly to notify them of this.

STUDENT ABSENCE

Parents must notify employers **within 30 minutes of usual start time** if a student is to be absent. You must also notify school of any absence. If a student fails to appear after 30 minutes, employers are instructed to contact the school immediately.

REPORTING OF INCIDENTS/ACCIDENTS

Employers must contact the school immediately if a student is involved in an incident, and also the student's emergency contact if involved in an accident. Accidents must also be recorded in line with HSE guidance and a written report given to the school. In cases of accident or sickness, employers agree to take action and offer first aid facilities to students, or notify the emergency services if appropriate.

CONFIDENTIALITY

Student must hold in confidence any information about the employing organisation that they may obtain during work experience and such information may not be disclosed without employer's permission.

Please be cautious of sharing information about work experience on social media. Negative comments should not be shared on social media and any issues encountered should be raised with school in the first instance.

PARENTAL SUPPORT

As a parent your key responsibilities are:

- To read this information alongside your student and abide by the guidance given.
- To give consent. An online **Parent Consent Form** link will be shared with you by email.
- To support your student to find a placement. Students will need to submit information about their placement on an online **Placement Notification Form**. They will need to add the business/organization name and a contact name with email and phone number. Placements must be notified by **February 16 2022**
- To share medical information directly with employers for risk assessment purposes.
- To get students to and from the placement, so ensure placement locations are appropriate.
- To inform the school and employer of any absence from the placement within 30 minutes of usual start time.

WORK EXPERIENCE: HEALTH, SAFETY, INSURANCE ETC.

It's most likely employers will already have everything needed in place for health & safety and insurance to accommodate a work experience student. The key points are:

- Employers must meet current legal standards for health & safety at work.
- The employer have primary responsibility for the health and safety of the student on placement and should be managing any significant risks.
- Employer Liability Insurance **must** be in place.
- Employers must be given any student medical information to be considered for risks assessments directly by parents.
- Employers must share risk assessment information directly with parents prior to placement start date.

Insurance -Employer Liability Insurance:

Under health and safety law, work experience students are employees and employers existing employers' liability insurance (ELI) policy will cover them on work placements.

If an employer is a family business or sole trader, they may not have ELI. If a family business takes on an employee who is not closely related to the employer, or if a sole trader takes on an employee, then there is a **requirement** to have ELI in place for work experience to take place. Placements cannot occur without it.

Risk assessment:

If employers already employ young people or have taken work experience students before, they can simply use existing arrangements for risk assessments and management of risks to young people. If not, they must review/ update their risk assessment before the student starts. Employers need to explain to parents/carers of students what the significant risks are and what has been done to control them. This can be done in whatever way is simplest and most suitable, including verbally. Employers must also remember to share any Covid risk assessment details with students.

Induction, Instruction, Supervision:

Risks should be covered with the student in an **induction** on day 1. This is an opportunity for their supervisor to go through risk assessment and other general health and safety information, including fire safety, first aid procedures, welfare facilities and use of Personal protective equipment . Other policies employers may have such as mobile phone use or confidentiality issues can also be covered at induction.

Students should receive clear **instruction** and should be supervised by a competent named person, taking account of the age and lack of knowledge and experience of the student. The student should not operate machinery/carry out tasks unless adequate instruction and competent **supervision** can be provided for it to be used/done safely.

However, with suitable training, instruction and supervision, and risks managed, students can carry out most tasks. Discussing what skills, the student already has when they make contact with the employer prior to the placement, will give employers a better idea of what students are already capable of and what tasks they can be allocated.

General Data Protection Regulations (GDPR):

Employers are required to meet current GDPR standards when handling student and parent data.

Safeguarding and Child Protection:

Employers are reminded of their role in safeguarding and child protection for work experience and the school's expectations of employers offering work experience placements are shared with employers.

Complaints and issues:

If you have any issues or concerns about any aspect of Year 10 work experience across the year please contact Mrs Helen Haines, Careers Leader, in the first instance. Email: h.haines@burford.oxon.sch.uk Tel: 01993 825342.