

**YEAR 10 WORK EXPERIENCE
INFORMATION FOR PARENTS
13TH-17TH JUNE 2022**



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community*

INTRODUCTION

Work experience enables students to gain important insights into their career interests and values; and can help them with their future decision making. With fewer students experiencing the world of work through part-time jobs, work experience gives students the opportunity to understand the work environment, develop and practise 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 an employee would, 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 aim of work experience at Larkmead School is to introduce students to the world of work, develop employability skills and to inspire students to make positive choices for post 16 options.

KEY DATES

Date	Action
24th November 2021	Work Experience launch with year 10- students Parents/ carers will be sent a link to an online form via home via parent mail – form can also be found here - https://forms.office.com/r/qdaT3xtyPr
10th December 2021	Parent consent form deadline
11th March 2022	Placement notification deadline – students have 3 months to find a placement with an employer. Information about the employer must be added to the Placement Notification Form by this date – form can be found here - https://forms.office.com/r/tqWunHwdh
3rd June 2022	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.
May / June 2022	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.
13th- 17th June 2022	WORK EXPERIENCE WEEK
20th June 2022	Work experience evaluation day

FINDING A PLACEMENT

Students will need to do some research and 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 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, and 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.

All year 10 students have been given a work experience preparation booklet, which contains lots of useful resources to support them through the work experience programme. It includes templates to use when approaching an employer, links to create a CV and sites to use to look at different skills and jobs they may wish to look into for work experience.

THINGS TO CONSIDER WHEN SOURCING A PLACEMENT:

- Parents are responsible 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 will even expect students to attend interviews.
- 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 their own parents/carers

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: Students 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 via Mrs Christiansen 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/organisation name and a contact name with email and phone number. Placements must be notified **by 11th March 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.

HEALTH, SAFETY, INSURANCE ETC

It is 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 has 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 risk 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 one. 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 (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.

SCHOOL CONTACT

**For any queries or issues relating to work experience please contact Mrs Claire Christiansen
Careers Lead in the first instance on cchristiansen@larkmead.vale-academy.org
01235 420 141**