

## Work Experience Protocol

Thomas Clarkson Academy (TCA) offer work experience to Year 10 and Year 12 (1 week) students and the expectation is that they will **all** take part. The dates this must take place are set by the school and students, parents and staff are notified in advance. The expectation is that students will find their own placement and these will **not** be within TCA. Should this not be possible, students are eligible to use a database to select a placement, however the number of these places is limited.

TCA manage the work experience placement process in conjunction with the Employability Partnership, who provide access to their placement database, complete all risk assessments and supply the relevant documentation.

### Work Experience Process:

- Dates of the Work Experience will be places on the website;
- A Lead Contact (RSL / Sixth Form Lead) will co-ordinate the process and communication with students, parents & employers, they will be supported by S Smith (Careers Leader);
- Students will receive a Work Experience assembly outlining the purpose of work experience and how placements can be secured – dates to complete this will be given;
- Students are issued with their 'own placement' forms. These must be signed by the student, parent and employer. They contain information about the placement, including contact details, employer information and nature of the role.
- Returned forms are logged and forwarded to the Employability Partnership who will conduct the necessary checks and risk assessments. This includes checking the employer's insurance Placements **without** the necessary insurance will not be approved.
- Those students who do not return a form/ whose placements are not approved will be issued pin numbers and given access to the database.
- Placements will be issued on a 'first come, first serve' basis.
- All students will then be issued details of their placement, including working hours and any risk assessment requirements. Students, parents and employers should sign the documents to confirm they agree with the contents and that they are accurate. This includes a letter in regards to sickness, absence or **placement breakdown**. Any errors should be brought to the immediate attention of the Lead Contact.
- Students allocated to a placement **MUST** contact the employer to introduce themselves and confirm their attendance.
- All forms must be returned to TCA prior to the start of the placement.

### Placement Allocation:

Students will be allocated to external work placements in the majority of cases. For a small minority of students the school may decide that an external placement is not suitable. These decisions will be

made by the RSL / Contact Lead and will be signed off by the Head of KS3 & 4 or the Head of Sixth Form. In each of these cases an individual review will take place to determine if a student will be:

- a) Offered a school work placement;
- b) Be excluded from work experience.

Students allocated to a school work placement will follow the same procedures as an external work placement and will therefore:

- Student / Parents / School will sign appropriate work placement documentation outlining the nature of the placement and attendance criteria;
- Students will sign in as visitors;
- Students will where appropriate business wear suitable for the tasks they are completing.

Students excluded from the process will be allocated a separate timetable and will be managed on site by school staff. They will conform to the normal school day.

#### During the placement:

##### Sickness:

During the placement students should attend as required in their agreement. If they are unwell parents / carers are required to:

- 1) Telephone school 01945 585237 / or email the Lead Contact to notify us;
- 2) Telephone the employer to notify them,
- 3) (If required) - Out of hours' emergency number: TBC

We also require employers to contact us if a student fails to arrive / has reported sick, as follows:

- 1) Telephone school 01945 585237 / or email the Lead Contact;
- 2) (If required) - Out of hours' emergency number: TBC

#### Failure to attend agreed placement:

Should a student not attend their agreed work placement, the parent / carer MUST:

- 1) Telephone school 01945 585237 / the Lead Contact to notify us;
- 2) Telephone the employer to notify them,
- 3) (If required) - Out of hours' emergency number: TBC
- 4) Ensure the student attends school (normal hours) in school uniform and reports to the Lead Contact.

### **Breakdown of agreed placement due to behaviour:**

Students who do not behave in an appropriate manner in their designated work place, either in the community or in school, will be sent home. The 'employer' will contact the parent / carer and ensure arrangements are made for the collection of the student.

Should a student leave, without any warning, the employer will contact the parent / carer and the emergency school contact lead.

Parents / carers are required to ensure that the student reports to school (normal school hours apply), in school uniform the next day. The student will be placed in isolation.

Students excluded from work experience are exempt from work experience protocols and therefore normal school processes apply in relation to isolation and exclusions. Students who fail work placements return to school and school pupil and therefore normal school rules also apply from this point onwards.

### **Staff Visits:**

Staff will visit students or telephone external employers during the course of the student's placement to check that they are well and address any problems.