**Sperrinview Special School**

Work Experience Policy

**Rationale**

The learning outcomes gained from work experience can provide an excellent opportunity for young people to enhance their employability skills through practical experience. Work related teaching and learning, of which work experience is a key element, can improve the transition from school to adult and working life and help raise standards by adding quality to a programme of Careers Education, Information, Advice and Guidance (CEIAG).

Work experience is defined in Article 63 (3) of the Education and Libraries (NI) Order 1986 as follows:

*‘the participation of children in employment in industrial, commercial, public authority and statutory undertakings, the object of which is to give the children a greater understanding of the conditions, disciplines and relationships of those undertakings.’*

**Aim**

To give Sperrinview pupils an opportunity to experience the work environment and prepare them for the transition from life at school to adult life.

**Objectives**

The Work Experience programme will:

* Help pupils understand the world of work
* Develop confidence in their ability to work
* Enhance understanding of the world beyond school
* Provide opportunities to be independent
* Help pupils take on responsibility

We aim to provide work placements that will provide pupils with a working environment where they will have the opportunity to undertake tasks and duties which:

* are commensurate with their abilities and aspirations;
* support the use and development of appropriate skills and practices;
* reinforce learning linked to specific aspects of the curriculum;
* encourage a greater appreciation and understanding of the world or work; and
* comply with child employment by laws.

**Benefits of work experience**

* Work experience is an integral part of a student’s personal development and an opportunity to develop employability skills.
* Advantages of work experience for students:
* Prepares pupils for the transition from education to adult life
* Develops employability skills such as problem-solving, flexibility and the ability to work with others
* Improves students’ self-confidence, maturity and interpersonal skills
* Increases students’ motivation to learn
* Gives relevance to the work students do in school
* Helps raise pupils’ awareness of the importance of following health and safety requirements in the workplace
* Gives students an insight into the workings of business and industry
* Allows for the recording of personal learning and experiences of work-related activities which can be added to Progress Files

**Work Experience Programme**

Our pupils are entitled to receive:

* Work experience appropriate to their needs in their final year at schcool
* A learning programme designed to prepare them for placement
* Guidance to support their choice of placement
* An opportunity to set individual learning targets for their placement
* Both students and parents have a right to expect that all precautions will be taken to ensure that individual’s health and safety will be paramount during all stages of the work experience placement.

**Programme Delivery**

In Sperrinview we offer two types of placement:

1. Work Experience Week - a Block Release placement of one school week (5 days) in term 2.

2)Tailored Placements

This form of work experience is designed to meet the specific personal or curricular needs of an individual pupil and is likely to involve one of the following:

* supplementary day release;
* short term sampling progressing to a longer placement or sampling in a series of placements;
* work experience which best meets the needs of the pupil designed as part of an agreed programme by a multidisciplinary team and with parental agreement. This programme should support pupils in meeting their vocational aspirations as part of their personal development planning. This includes in-school placements such as work shadowing or experiencing the job of the caretaker, secretary or lunchtime supervisor.

Placements with always take place within the school term, with hours of work experience specified on the schedule attached to the work experience form of indemnity and no indemnity is available outside these specific times. If someone with parental responsibility agrees to or organises work experience for their child during holidays, weekends or at a time when the school is unable to fulfil its duty of care, no indemnity is available.

**Monitoring**

While on placement pupils will be monitored by school staff. The level of support will be assessed on an individual basis.

The coordinator for Work Experience is Ruth Walker. Support is provided by staff from Senior School.

**Links to other policies and legislation**

* Child Protection
* Pastoral Care
* School Leavers
* Transitions
* Health and Safety
* EA Work Experience Arrangements for Controlled, Maintained and Irish Medium Schools (September 2019)

**The Role of the School**

The school will ensure that:

* Consent is obtained in writing, from those with parental responsibility (Article 6 (1) of the Children (NI) Order 1995 (see WE3).
* Those with parental responsibility have informed the school of any medical or other condition which may affect the young person’s suitability for a particular placement.
* All paperwork is completed by employers (WE 1,2,3,4,5) prior to pupils commencing work experience
* Access NI arrangements will be carried out as required
* Risk assessments and pen portraits are shared with employers
* Parents must be informed and agree to take responsibility for their child’s travel to and from the work placement.
* Schools is aware of its obligations regarding the General Data Protection Regulations (GDPR) which came into effect in May 2018.

Please note:

**Under no circumstances may a pupil be placed in a work experience placement if any of the required documentation is not completed appropriately and signed prior to commencement of the placement.**

Consideration will be given to all relevant current legislation, in particular that relating to Equal Opportunities within Work Experience as well as considering areas such as the countering of gender-stereotyping.

Safeguarding

Vetting, when requested, should be carried out in accordance with Circular 2013/01: Disclosure and Barring Arrangements: Vetting Requirements for Paid Staff Working in or Providing a Service for Schools; Guidance for Schools and Employing Authorities on Pre-Employment Vetting Checking and Safer Recruitment Practices.

The policy will be monitored by the Policy Sub-Committee of the Board of Governors.

Evaluation:

Evaluations of the Work Experience programme will be collected from pupil, parents and employers.

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

Chair of Board of Governors

**Appendix**

**WORK EXPERIENCE DOCUMENTATION**

**Employers Pack**

* WE1: Form of Indemnity
* WE2: Employer Consent Form
* WE4: Work Experience Duty of Care Agreement
* WE5: Risk Assessment
* Employers’ Booklet
  + Appendix 1: Promoting the Safety and Welfare of Young People
  + Appendix 2: Health and Safety of Young People
  + Appendix 4: Child Safeguarding
* Employer Evaluation Form

**School Policy**

* Appendix 5: Access NI Pin Notification and Id Validation Form – For use by work experience students only
* Appendix 6: Access NI Pin Notification and Id Validation Form – For use by small business providers only
* WE3(a) and WE3(b): Work Experience Arrangements: Registration Form

**Parents Pack**

* Appendix 3: Parental Consent/Reply Exemplar
* Parents’ Booklet
* Parents’ Evaluation Form

**Pupil’s Pack**

* Work Experience Booklet



