

Chilton Trinity Technology College

Work Experience Policy



1.0: Introduction:

Chilton Trinity Technology College provides students in Key Stage 4 access to a work related learning element in their curriculum.

Work experience with an employer forms a significant part of this curriculum to help students' understanding of the world of work and to enable them to identify and develop the skills and capabilities they will need for their future.

2.0: Aim:

The aim of the Work Experience Policy and related working procedures is to formalise the process of work experience in order to satisfy our moral and legal duties and requirements in a manner that will enhance the quality of students' learning and experience.

3.0: Objectives:

3.1: To provide a safe and secure placement, meeting our moral and legal obligations.

3.2: To introduce elements of working life to students to include:

- 1) Methods of seeking employment.
- 2) Contacting potential employers (letter writing, phone calls etc).
- 3) An introduction to Health & Safety.
- 4) An overview of behaviour and dress code in the workplace.
- 5) An introduction to interviews.

3.3: To encourage participation and support from parents, carers and employers.

3.4: To enhance learning outcomes by pre and post placement reviews.

4.0: Responsibilities:

4.1: The nominated governor with responsibility for work experience is Mrs Eileen Tipper.

4.2: The S.L.T. member with responsibility for work experience is Mrs Jan Taylor.

4.3 The Work Experience Co-ordinator has day to day responsibility ensuring that the systems and procedures are followed for Work Experience Placements, and will report to the S.L.T. member and tutors as appropriate.

4.4: The governors and S.L.T. have an overall responsibility to ensure school policies applicable to work experience are reviewed regularly.

4.5: The school will liaise with parents or carers as appropriate to encourage involvement in the process.

Chilton Trinity Technology College

SYSTEMS AND PROCEDURES FOR WORK EXPERIENCE PLACEMENTS

June 2009

1.0 Introduction:

Work experience at Chilton Trinity Technology College is an integral part of the curriculum at Year 10 and for some students in Year 11.

It is split into two separate cohorts with different timings and requirements.

Year 10 students are expected and supported to find five days of work experience, normally close to Easter.

In Year 11, candidates for Youth Award/ C.O.P.E. / Preparation for Working Life undertake work experience usually for one day per week up to the end of the Easter term.

2.0 Methodology:

2.1: Year 10 students:

- a) Students are advised during an assembly that they will have the opportunity of work experience and basic details and suggestions are verbally announced.
- b) During October, letters are sent home to parents along with an information leaflet provided by Education Business Partnership and parental participation encouraged.
- c) Students are allocated an unique P.I.N. number to allow them access to a "placement search" website organised by E.B.P.
- d) ICT/PHSE lessons are utilised to show students how to search for placements (on the E.B.P. website, or alternative sources) and students are encouraged to apply for placements using the letter and C.V. templates available through E.B.P. Students are expected to find their own placement, but guidance and support can be sought from the work experience co-ordinator.
- e) When a student has found a placement with an employer, the student submits a "placement confirmation form" (appendix 1) and a "medical and parental consent form" (appendix 2) to the work experience co-ordinator. For M.O.D. placements, the "medical and parental consent form" and the "Army residential work experience form" (appendix 3) are submitted to the work experience co-ordinator.
- f) The work experience co-ordinator reviews the information given and, if deemed an appropriate placement, submits details of the placement to E.B.P. for vetting and approval. All placements are vetted by E.B.P. (or by the M.O.D. for forces placements) to ensure that Health & Safety Regulations are followed and it is deemed a safe placement.

- g) Upon approval of the placement by E.B.P., a contract is sent to both the employer and the student/parents. The contracts outline details of the placement, Health & Safety risks and preventative measures and any special requirements. Contact details for all parties are also stated. For M.O.D. placements, letters are sent direct to students with full details of the placement and requirements, along with a second parental consent form which must be returned to the M.O.D. prior to the start of the course.
- h) A copy of the "medical and parental consent form" under e) above is also sent to the employer with the contract in order to allow the employer to fully risk assess the placement.
- i) In the event of the placement not being approved by E.B.P. or M.O.D., the work experience co-ordinator will liaise with the student and seek selection of an alternative placement.

2.2: Year 11 students:

- a) A list of students requiring work placements is provided by the member of staff responsible for Youth Award/ C.O.P.E. / Preparation for Working Life.
- b) The work experience co-ordinator interviews each candidate and their choices of placement type identified.
- c) The work experience co-ordinator approaches potential employers and takes the student for interview if required.
- d) If the employer and the student wish to proceed, a "placement confirmation form" and "medical and parental consent form" are completed.
- e) Submission of details to E.B.P. and the issue of contracts to student/parent and employer proceed as per Year 10 above.
- f) The work experience co-ordinator will determine whether C.R.B. clearance of the employer's representative has been obtained and, if not, will assess whether application for C.R.B. clearance is to be made. If no application is to be made, a record of this and the reasons behind the decision will be recorded.
- g) A copy of the school Safeguarding Children Policy (appendix 4) is provided to the employer, whom must sign an acknowledgement of receipt. The Safeguarding Children Policy includes an appendix for work experience situations.

3.0 Management and control:

3.1: Year 10 students:

- a) The application process and subsequent approval and contract status is monitored by the work experience co-ordinator.
- b) Regular updates of student's progress in finding a placement are provided to form tutors.
- c) When on placement, students are either visited, or the workplace contacted by 'phone as far as possible by tutors or the work experience co-ordinator.
- d) Any issues reported by students, the employer or other interested parties are notified to the Head of Year 10.

3.2: Year 11 students:

- a) Monitoring of attendance by `phone is carried out by the work experience co-ordinator. Absences are reported to the attendance officer.
- b) Each student on placement is visited at approximately monthly intervals in the workplace.
- c) In many cases photographic evidence, where permitted, is taken to aid the completion of course booklets (such as Youth Award).
- d) Any issues reported by students, employers or other interested parties are notified to the Head of Year 11.

4.0: Records and review:

4.1: Year 10 students:

- a) Students are provided with a Work Experience Diary to be completed in conjunction with the employer during their work experience week.
- b) The Work Experience Diaries are reviewed by the Head of Year 10 and the work experience co-ordinator. Any issues raised by the student or employer, along with any information obtained during `phone contact or visits to the placement are then discussed. Where praise is due, a letter is sent home to parents/carers. Where other issues come to light, discussion between student, tutors and/or other appropriate members of staff will take place to seek clarification, resolution and forward planning if appropriate.

4.2: Year 11 students:

- a) Students complete a course of work in conjunction with the member of staff responsible for Youth Award/ C.O.P.E. / Preparation for Working Life. Part of this course is achievement and attainment on work experience.
- b) Where permissible, photographs of the student on placement are included as an integral part of the course portfolio of evidence.
- c) The work experience co-ordinator maintains records of visits to work placements and weekly attendance. Attendance is also recorded by the attendance officer.

5.0: Planning:

5.1: Review:

The work experience co-ordinator reviews the process annually and assesses whether changes to procedures need to be made in the light of experience or legal changes.

5.2: Report:

The work experience co-ordinator will discuss good or poor experiences of process and placement with E.B.P. in order that future applications can proceed more efficiently and effectively.

Appendices:

1) Placement Confirmation Form.

2) EBP Somerset Work Experience Parental Consent Form (including Medical or additional needs).

3) Army Residential Work Experience Application Form.

4) Chilton Trinity Technology College Safeguarding Children Policy.

APPENDIX 1

PLACEMENT CONFIRMATION FORM

Please complete this form and return to Mr. Poole as soon as possible.

STUDENT NAME: _____

FORM: _____

I have been able to arrange the following work placement:

NAME OF COMPANY: _____

COMPANY ADDRESS:

NAME OF CONTACT: _____

COMPANY TELEPHONE NUMBER: _____

TYPE OF WORK OFFERED:

DATES OF PLACEMENT: FROM: _____ **TO:** _____

HAVE YOU ARRANGED AN INTERVIEW WITH THE EMPLOYER?

YES: _____ **NO:** _____

DID YOU FIND THE EMPLOYER ON "WORKVIEW"? YES/NO

SIGNATURE OF STUDENT:

SIGNATURE OF PARENT/CARER:

DATE:

APPENDIX 2

SOMERSET EDUCATION BUSINESS PARTNERSHIP

WORK EXPERIENCE NOTIFICATION OF ADDITIONAL NEEDS AND PARENT CONSENT FORM



Student Name: _____ **Tutor Group:** _____

To help ensure that your child's work experience placement is as successful as possible and is suitable to their needs, we ask that you provide the following information about your child. If your child has any additional needs, medical or otherwise and/or barriers to learning, these will affect the providers risk assessment for your child. The results of risk assessments and any control measures should be communicated to you, either in writing or verbally, via your child after a pre-placement meeting with the employer.

Please tick boxes if your child is affected by one of the following:	Please give details including any additional assistance/equipment/facilities needed
PHYSICAL DISABILITIES e.g. mobility, visual, cardiovascular <input type="checkbox"/>	
LEARNING DIFFICULTIES <input type="checkbox"/>	
ALLERGIES <input type="checkbox"/>	
REGULAR MEDICATION <input type="checkbox"/>	
DIABETES <input type="checkbox"/> EPILEPSY <input type="checkbox"/> ASTHMA <input type="checkbox"/>	
Any other details you think may be relevant to proposed workplace	

My child's Tetanus protection is up to date: YES / NO.

My child has had a BCG: YES / NO.

(These are essential for agriculture, horticulture, animal work and some placements with Funeral Directors).

The Somerset Education Business Partnership produces a leaflet for parents/carers which explains work experience in more depth which is distributed via the school.

I understand that the information above will be communicated, by the school, to the employer that offers my child a placement, to enable the risk assessment to be suitable and sufficient. If there are any significant changes between now and the placement taking place, I will inform the school. I agree to my child taking part in the Somerset Work Experience Scheme.

Signature of Parent/Carer: _____ **Date:** _____

APPENDIX 3



**ARMY RESIDENTIAL WORK
EXPERIENCE**

APPLICATION FORM



Please complete in Black Ink and BLOCK CAPITAL LETTERS

PERSONAL INFORMATION

Full Name: _____

Address: _____

Post Code: _____

Home Tel No: _____

E-mail: _____

Date of Birth: _____

Age: _____

Year Group: _____

WORK EXPERIENCE DATES

From: _____

To: _____

Corps you would like to Experience: _____

(i.e. The Royal Engineers)

If we are unable to find you a place on a course during these dates we will offer alternatives.

EDUCATION

Work Experience Coordinator/Head of Careers: _____

School/College Address: _____

Post Code: _____

Tel No: _____

Fax No: _____

E-mail: _____

Predicted GCSE Grades:

Subject	Predicted Grade

MEDICAL

There are no known medical reasons why I should not participate in a army work experience course and the activities associated with the army work experience course (See Note 1).

This includes:

Asthma/Hayfever: _____ (Nil or Please give details)

Medical Treatment: _____ (Nil or Please give details)

Allergies: _____ (Nil or Please give details)

Injuries: _____ (Nil or Please give details)

As the placement is likely to include strenuous physical activity etc, we will be unable to accept your request if you have had a prescribed inhaler for asthma or have suffered an asthma attack within the last three years. Additionally, you have to be medically fit (with no recent injury), not an ADHD sufferer nor taking any prescribed medication.

MEMBERSHIP OF YOUTH CLUBS/ORGANIZATIONS & TEAM ACTIVITIES/SPORTS

CAREER ASPIRATIONS

REASONS FOR APPLYING FOR WORK EXPERIENCE WITH THE ARMY

WHAT DO YOU HOPE TO ACHIEVE FROM THE PLACEMENT

POSITIONS OF RESPONSIBILITIES HELD

If am successful with my application for a work experience placement with the Army I am prepared to give 100% + effort throughout the placement.

I can confirm that my school/college has agreed to my absence to attend this placement if my application is successful.

I confirm that I have read and accept the Ministry of Defence Public Liability Statement shown overleaf. (See MoD Public Liability Statement below)

I certify that the information contained in this application is true and complete and I understand that false information may result in my application being refused.

Signature: _____

Full Name: _____

Date: _____

PLEASE SEND YOUR COMPLETED APPLICATION TO:

Matt Faulkner
AFCO Bristol (Army)
3rd Floor, 4 Colston Avenue
Bristol BS1 4TX

Tel: 01179 262 542
Fax: 01179 290 157
E-mail: chiefclerk.bristol@afco.mod.uk

INFORMATION FOR APPLICANTS

NOTE 1

The types of activities you will be participating in are as follows (subject to weather and local conditions):

- General Physical Exercise
- General Outdoor Activities
- Small Arms Trainer
- Team Building Tasks
- "Home Made" Entertainment
- Field Craft
- Potted Sports
- Practical "Problem Solving" Tasks
- Briefing about the Army
- Confidence Course
- Practical Map Reading
- Paintball Shooting
- Basic Survival Techniques
- Orienteering
- Aerial Confidence Course

NOTE 2

Due to varying operational and training commitments of these Army units/organisations, dates quite often change - sometimes at particularly short notice.

THE MOD's PUBLIC LIABILITY STATEMENT

Both of the interested parties, the student's parent(s)/guardian and the school/college, are made aware of the MOD's Public Liability statement. Although it is set out below, it should be noted that it recommends, for instances of pure accident or "acts of God", that the school/college and student should consider personal accident insurance:

"The Ministry of Defence (MOD) will deal with any common law claim on the basis of legal liability, which is to say any claim that arises due to the negligence of the MOD, its servants or agents. Any such claim should be forwarded in the first instance to:

DS&C, Public Liability Group, 7th Floor, Zone A, St George's Court, Bloomsbury Way, LONDON, WC1A 2SH

"The MOD does not purchase public liability insurance, but accepts its own risks and acts as its own insurer, consequently our cover is without financial limit. The MOD has no legal right to deal with claims for injuries resulting from pure accident or 'Act of God'. Therefore, as well as the school/ college/youth organisation considering personal accident insurance, you also may wish to do so."

WHAT HAPPENS NEXT

On receipt of your completed application for Army work experience we will look to allocate you a placement on your specified date or with the specified Corp. If we can successfully meet your specific requirements we will write to you to confirm your placement or if we are unable to meet you specific requirements we will write to you or contact you to offer alternatives.

APPENDIX 4

Chilton Trinity Technology College

SAFEGUARDING CHILDREN POLICY

The health, safety and well-being of all our students are of paramount importance to all the adults who work in our school. Our students have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.

In our school we respect our students. The atmosphere within our school is one that encourages all students to do their best. We provide opportunities that enable our students to take and make decisions for themselves.

Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our students and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.

Aims

This policy ensures that all staff in our school are clear about the actions necessary with regard to a child protection issue. Its aims are:

- to raise awareness of all staff and identify responsibility in reporting possible cases of abuse;
- to ensure effective communication between all staff when dealing with child protection issues;
- to lay down the correct procedures for those who encounter an issue of child protection.

Procedures

1. There is a named person in our school who is the Child Protection Coordinator. This is the Deputy Head, Mrs Jan Taylor, or Tim Williams, Student Support Coordinator, in her absence. There is also a named Governor responsible for Child Protection issues, this is Mrs Eileen Tipper.
2. If any teacher suspects that a child in his/her class may be a victim of abuse, they immediately inform the named person about their concerns. Abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect.
3. Any action that the named person takes when dealing with an issue of Child Protection must be in line with the procedures outlined in the Local Authority Child Protection guidelines.
4. The school's named coordinator works closely with the Social Care Services department and the Area Child Protection Committee (ACPC) when investigating any allegations of abuse. All parties involved handle such investigations in a sensitive manner, but the interests of the child is of paramount importance.
5. If a child alleges abuse, the school will contact Somerset Direct for advice before making a referral. Once a disclosure has been made under the guidance of Somerset Direct, parents will be informed.
6. We regard all information relating to individual child protection issues as confidential, and we treat this accordingly. We only pass information on to appropriate persons. We inform the child at all stages of who is involved, and what information we have given them.
7. We require all adults employed in school to have their application vetted through enhanced CRB procedure in order to ensure that there is no evidence of offences involving children or abuse.

8. There may be times when adults in our school, in the course of their duty, use physical intervention to restrain students. The Headteacher requires the adult involved in any such incident to report this to her immediately.
9. All adults in the school receive regular training to raise their awareness of abuse and their knowledge of agreed local child protection procedures. This will feature in the Autumn 'staff meeting' schedule each year.
10. Individual members of staff should never deal with child abuse disclosures in isolation, and should always refer to the nominated member of staff.
11. Information should be strictly limited to those who need to know.
12. Staff need to make it clear that they cannot promise confidentiality. If staff believe a student is in danger they have to report the risk. If, on hearing this, the student does not wish to continue or if staff do not feel comfortable listening to the student, staff need to discuss with the nominated member of staff.

Listening

If the student trusts the member of staff and wishes to continue:

- Keep questions to a minimum – just enough to understand what is being alleged. This is very important.
- Listen to, rather than directly question a student
- Never stop a student who is freely recalling events
- Avoid leading questions (e.g. did s/he hit you?) They can cause problems in later police investigations. Use open questions, like "and what happened next?", because they encourage a response, but don't put words in a student's mouth
- Suspend your own judgement – remember that you are not investigating the matter
- Inform the student of the actions that will follow your conversation and assure them that they will be kept informed
- Make a note of what was said. Ask the student to sign this. If the student refuses to sign, this does not remove the duty of staff to report it.

Recording

Make a full record of the conversation to include:

- the date
- the time
- the place where the alleged abuse happened
- your name and the names of other persons present
- the name of the complainant and, where different, the name of the student who has been abused
- the nature of the alleged abuse
- a description of any injuries observed
- the account which has been given of the allegation

This information should be recorded on form CP1 to ensure that all relevant information is included.

Reporting

Contact the **nominated member of staff** with responsibility for Safeguarding Children, as soon as possible. If the nominated member of staff cannot be contacted Mr Tim Williams, Student Support Coordinator should be contacted.

Major concerns or fears should not be discussed with anyone before a discussion by the nominated member of staff with Somerset Direct.

Contact with Somerset Direct

1. The nominated member of staff will report the matter to the local Somerset Direct department whether or not they feel that this action is justified in the particular circumstances of the case.
2. A written record of the date and time of the report shall be made and the record must include the name and position of the person to whom the report was made (form CP1). The telephone report must be confirmed in writing within 24 hours.
3. The confirmation may be handwritten, posted or faxed but a copy must be kept securely on file.
4. Any advice received from the Somerset Direct on what action to take, if any, should be followed and a note kept of that conversation.
5. The discussion may also include advice from Somerset Direct regarding contact with the student’s family. Any contact with parents/carers by members of staff will only be made after clearance from the nominated member of staff who will have sought advice from Somerset Direct.

Allegations/Suspensions or Actual Abuse by a member of staff (including volunteers working for the school and/or work placement providers.)

1. Any suspicion, allegation or actual abuse of a student by a member of staff must be reported to the nominated member of staff in accordance with the above procedures.
2. In addition, the nominated member of staff will:
 - notify the Headteacher
 - take any steps, as considered necessary, to ensure the safety of the student in question or any other student who may be at risk
 - report the matter to Somerset Direct as outlined above (Procedures)
3. If the nominated member of staff is the subject of the allegation or complaint then the matter must be reported to the Headteacher and not to the nominated member of staff
4. Allegations against all staff will also be subject to school personnel procedures.

Policy agreed and adopted.....

Review Date:

DEFINITION OF CHILD ABUSE

Child abuse can take many forms, but they are usually divided into four categories:

- **Neglect:** can range from ignoring a child's developmental needs to not providing adequate food or clothing and not offering proper supervision.
- **Physical Injury:** can range from over-chastisement, slapping with the hand, a belt, a stick or other object, to shaking, punching or throwing a child across the room.
- **Sexual Abuse:** is the involvement of a child or adolescent in sexual activities that are not understood, to which they cannot give consent and which are not acceptable to our society. This includes inappropriate touching, obscene photographs, child pornography, as well as attempted or actual sexual intercourse.
- **Emotional Abuse:** ranges from severe rejection, refusal to show love or affection, or making a child or young person unhappy by continually criticising, belittling, verbally abusing or over protecting them.

An abused child can be subject to more than one type of abuse at the same time, such as sexual abuse and physical injury for example.

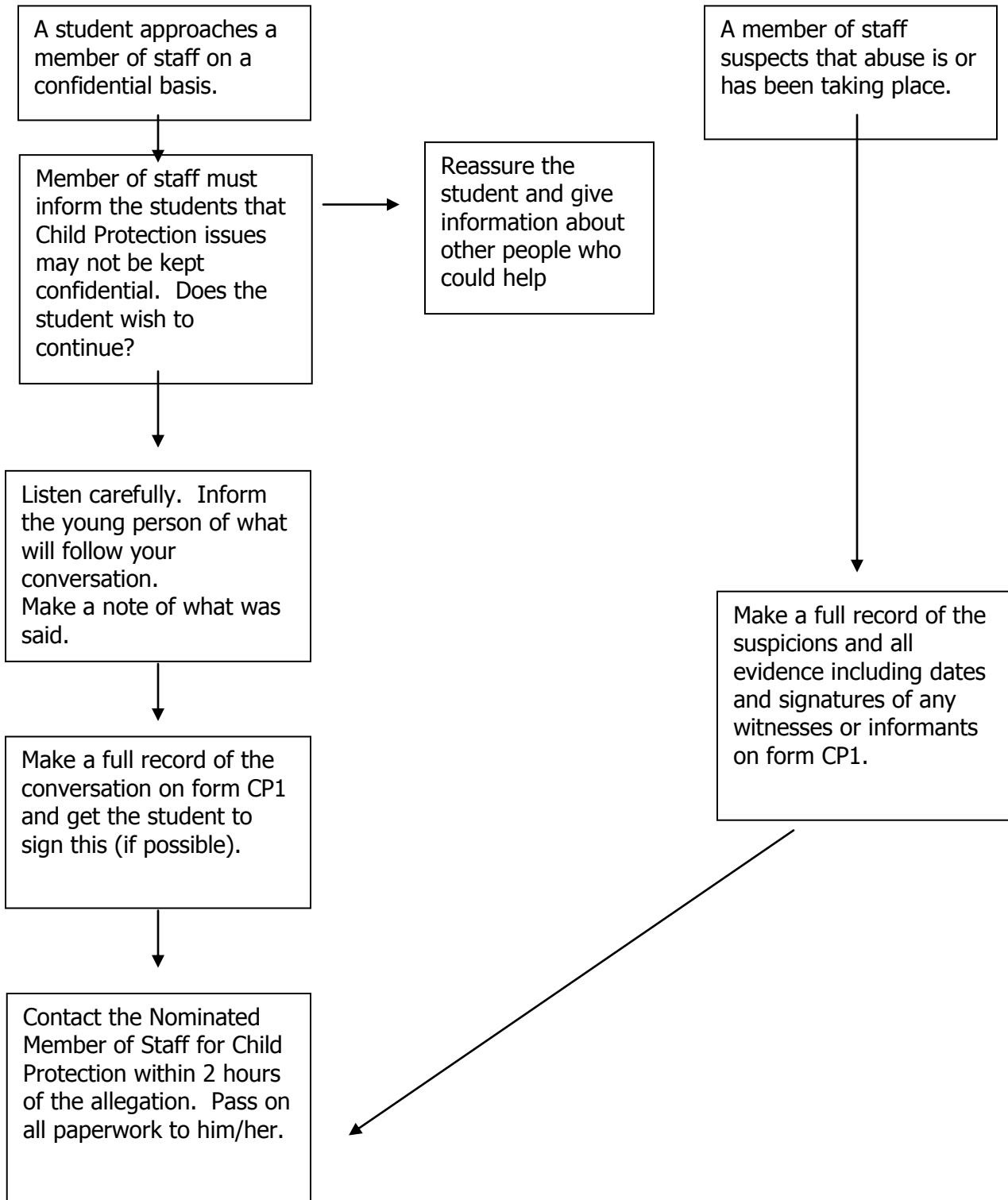
RECOGNISING SIGNS OF ABUSE

These signs can do no more than give rise to suspicion; they are not in themselves proof that abuse has occurred.

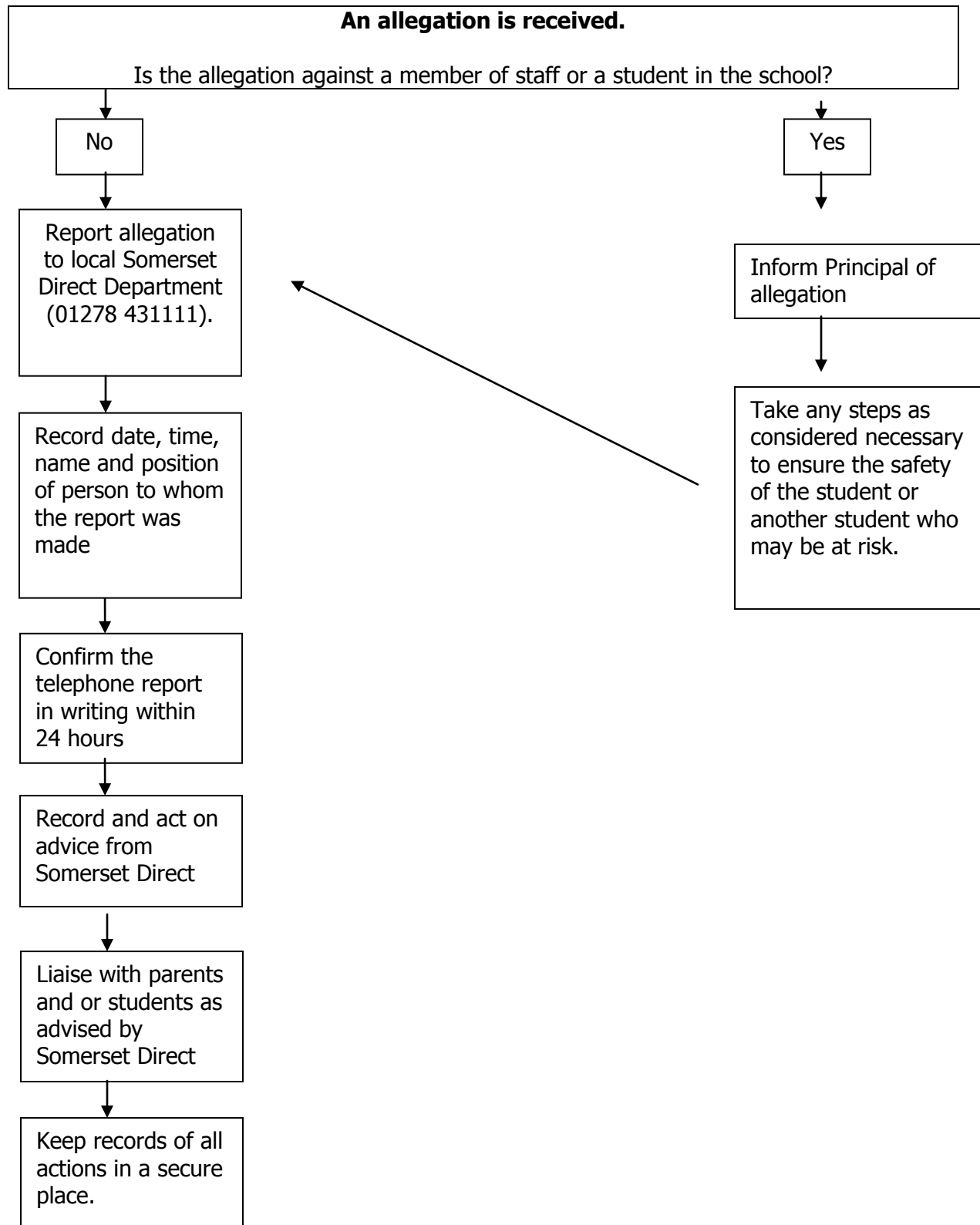
The following may, with other indicators, point to the possibility of abuse:

- Unexplained bruises and grazes.
- Unexplained burns and fractures.
- Sudden unexplained changes in behaviour and/or deterioration of performance.
- Extremely withdrawn or aggressive behaviour.
- Anxiety and/or low self-esteem and/or continual self-blame.
- Unexplained changes in concentration and school attainments (in either direction).
- Unexplained delay in growth and development.
- Inability to make friends within own peer group.
- Sexual behaviour or knowledge of sexual matters beyond what would be expected of the age group.
- Over compliance and/or excessive need for affection.
- Difficulty in trusting, or defiance of school staff.
- Reluctance to undress for games and to attend medicals.
- Vague pains and aches and possibly fearing medical help.
- Evidence of self-harm or self-neglect.
- Evidence of excessive punishment being received.
- Extreme neglect and rejection by carer(s).
- Reluctance to go home/running away from home.
- Unexpected wetting and soiling patterns.
- Poor attendance patterns.

SUMMARY OF GUIDELINES FOR MEMBERS OF STAFF



SUMMARY OF GUIDELINES FOR NOMINATED MEMBER OF STAFF



Form CP1

Today's Date:		Time:
Name of student suspected of being abused:		
Date, Time and Place alleged abuse occurred:		
Date:	Time:	Place:
Describe the nature of the alleged abuse:		
Describe any injuries observed by member of staff:		
Write down an accurate account of the allegation which has been give: (Please continue on a separate sheet if necessary and staple to this form)		
Name of member of staff receiving this allegation:		
Signature:		Date:
Name of person making allegation:		
Signature:		Date:

Record of action taken:

1. Nominated member of staff contacted within two hours.		
2.		
Reporting member of staff Signature:	Date:	Time:
Nominated Member of Staff Signature:	Date:	Time:
2. Reporting to Somerset Direct		
Date:	Time:	Signature:
Name of person to whom report was made:	Position:	
Advice received on what action to take:		
Steps taken as a result of this advice:		
3. Only in cases of allegations against staff or students of the school:		
Principal notified:		
Date:	Time:	Signature:
Parents notified – in consultation with Somerset Direct		
Date:	Time:	Signature:

Appendix 2

Students on Extended Work Placement

All employers who offer students a work placement for extended work experience will have a CRB clearance.

The conditions will apply when the placement is:

- For more than one day a week
- For longer than 1 term in any academic year.

Training organisations or employers taking responsibility for a child on a long term placement will be asked to make a commitment to safeguarding the students' welfare by endorsing an agreed child protection policy.

- Individuals working/training/looking after a student on an extended work placement will be CRB cleared. The person will be regarded as a volunteer for the purpose of the disclosure.
- Students should be given clear advice about who to contact if they are worried or uncomfortable about their surrounds or if they suffer abuse.
- Students should contact the Extended Work Experience Co-ordinator.
- If any concerns are raised re a placement this will be fed back to the Education Business Partnership.