

## **Blackburn with Darwen L.A.**

### **St. Thomas's Centre**

<p><b>Work Experience</b></p> <p><b>Policy</b></p>
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#### **1. INTRODUCTION**

The key aims of the extended work experience programme for pupils at the St Thomas's Centre are:

##### **INDIVIDUAL:**

- To enable pupils to develop self-awareness, self-esteem and self-confidence.
- To bring them to acquire a sense of social and moral responsibility.
- To promote in them an open, motivated attitude to education.
- To provide a work-related experience to help further skills, knowledge and understanding of the world of work.

##### **RELATIONSHIPS:**

- To encourage pupils to develop constructive relationships with peers and adults in formal situations.
- To encourage tolerance, respect and sensitivity to the needs and values of others.

#### **2. ACHIEVEMENT**

##### **YOUNG PEOPLE:**

To enable pupils to gain experience in the work place, to have access to careers advice and to ensure they have a clear route of progression into further education, training or work.

Work experience can improve all round motivation, giving pupils a new appetite for their exam courses at St Thomas's Centre.

We see many pupils develop maturity, as well as particular skills, through work experience: some encounters are unexpectedly supportive, some very sobering. If a placement breaks down, for whatever reason, issues are always talked through with the pupil before an attempt is made at a further placement.

Work experience gives greater meaning to careers advice and helps pupils to decide upon their way forward. Sometimes it sets them up with their first job. We believe that a well-managed work experience is of particular importance to our pupils, and that it is given appropriate weight in our overall programme for pupils.

The St Thomas's Centre takes its safeguarding responsibilities very seriously and follows the stringent guidelines set out by EBP(NW), as well as its own school procedures, to enable a safe working environment for its young people.

#### EMPLOYERS:

There are numerous benefits to employers being involved in work experience:

- Raising their profile as a caring employer- in the wider community and with their own staff.
- Helping to create a positive image of the industry in the minds of young people.
- Increase the motivation of staff and providing opportunities for staff development, particularly supervisory, support and training skills.
- Access to students as future employees and developing possible recruitment links with schools and colleges.
- Sharpening up working practices, especially reinforcing health and safety practices.

### **3. WHO'S ELIGIBLE?**

Year 10 and Year 11 pupils attending St Thomas's Centre.

#### AIMS:

- Obtain a wider awareness of the world of work as part of their general education.
- Learn skills outside the classroom.
- Increase their economic and social understanding.
- Relate their studies to the world of work and training.
- Self-esteem and self-confidence building.
- All round improvement in motivation.
- To become fully aware of all aspects of Health & Safety in the work place.
- To appreciate the benefits of work experience.
- To get first-hand experience of typical working conditions in a particular work place.
- To work with people of a different age group.
- Give pupils more responsibility.
- Encourage punctuality and independence.

- Improve communication skills.

#### **4. PROCEDURES**

- Interview pupils and parents to make sure they are aware of and understand the rules, regulations and benefits of being on an extended work experience placement.
- Prepare pupils in Health & Safety and behaviour management issues before they start work experience.
- Approach employers to explain the nature of the pupils we wish to place, what is involved and to set up the work experience programme.
- EBP(NW) to visit employer and complete risk assessment and job description. All employers (including parents and relatives), will be subject to taking an enhanced DBS disclosure where EBP (NW) Risk Assessment identifies
  - regular lone working with an employer over long periods ( i.e. anything over half a day at a time)
  - placements located in particular isolated environments; and
  - placements involving a high degree of travelling
- Take pupils for interviews with employers.
- Placement agreement signed by employer, parent and pupil
- Careers advisor and designated safeguard lead to visit employer to arrange start date and complete school safeguarding handbook
- Start placement once a week increasing the number of days if it is in the pupil's interest.

#### **5. MONITORING**

##### **Weekly monitoring of placement:**

- Daily phone calls on day(s) of placement.
- Visits – once per half term
- Attendance register
- Debrief following day's work experience
- Details entered into pupil's individual logs
- Update for staff, parents and pupils

##### **End of placement:**

- Report card to be completed
- Final debrief with W/E Co-coordinator and school staff.
- Inform EBP(NW) of any changes to work experience placement

The aim is to make work experience a pleasant and valuable experience for both the employer and pupil. The strict monitoring of placements is aimed at ensuring that pupils are given every chance of succeeding while on work experience. If the placement breaks down the pupils are immediately withdrawn and after a debrief an alternative place found if requested.

## 6. POSITIVE OUTCOMES FROM WORK EXPERIENCE

- Full time work or training offered by employer to the young person
- Attend relevant college courses as a result of work experience
- Employer references

## 7. CONTINUING AIMS FOR THE STC WORK EXPERIENCE COORDINATOR

- To continue the good practice already established.
- To provide the opportunity of work experience to all Key Stage 4 pupils where requested.
- To continue with training in all aspects of Work Experience.

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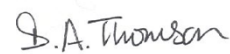
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Approving Body & Date:

Signed on behalf of Management Committee Chair and Head Teacher:



(Vice Chair)

Date:

Reviewed: