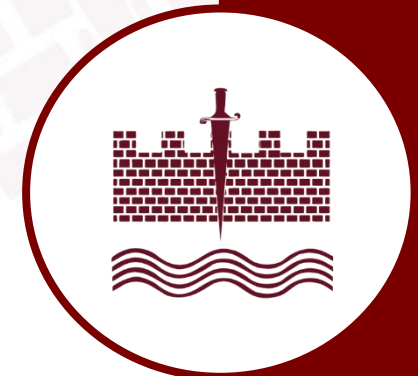


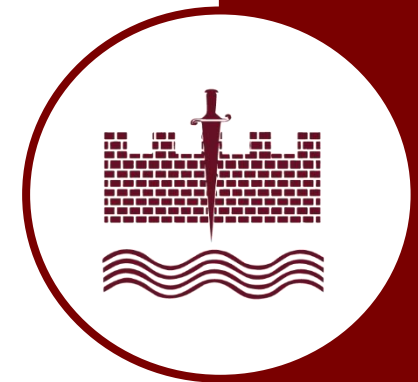
Shoeburyness High School

Work Experience
Introduction for parents
23rd November 2022



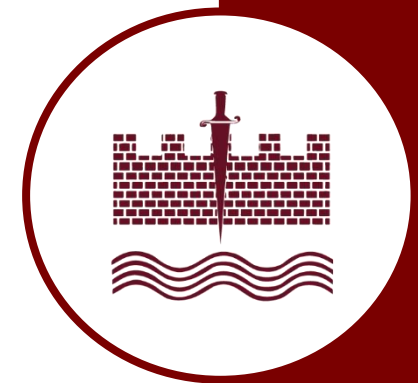
Work Experience Dates

10 – 21 July 2023



Why is work experience important?

- Experience of Job Seeking
- Encourages discipline, adaptability, independence, resilience & self-confidence
- Raise aspirations
- Opens up opportunities



Overview of the work experience process:

Phase 1 (Before):

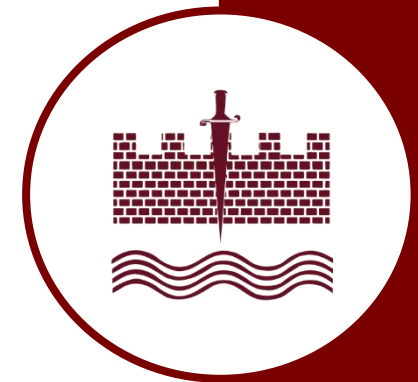
- Launch, self placement and guidance
- Placement assessments
- Agreements and supplementary paperwork signed and returned to school

Phase 2 (During):

- Work experience placements begin: visits and support

Phase 3 (After):

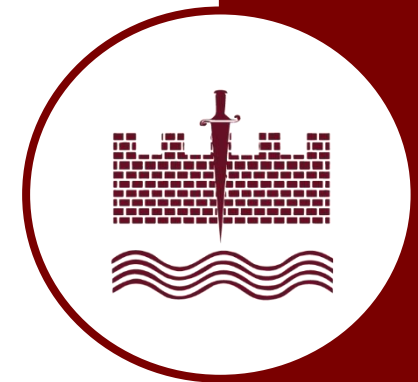
- Feedback: student and employer



Phase 1:

Working together to find a placement in a challenging environment

STUDENT	PARENT/GUARDIAN	SCHOOL
<ul style="list-style-type: none">➤ Research and apply for placements	<ul style="list-style-type: none">➤ Encourage and assist with applying for placements	<ul style="list-style-type: none">➤ Assistance: Weekly after school sessions
<ul style="list-style-type: none">➤ Seek assistance if needed	<ul style="list-style-type: none">➤ Travel/interview arrangements	<ul style="list-style-type: none">➤ Work Experience Placement Assessment
<ul style="list-style-type: none">➤ Complete and hand in paperwork on time	<ul style="list-style-type: none">➤ Completing paperwork: Medical Form and Learner's Data Protection Waiver	<ul style="list-style-type: none">➤ Paperwork



SHOEBURYNNESS HIGH SCHOOL
 Cauffield Road, Shoeburyness, Essex S53 9LJ
 Tel: 01702 292286 ext 3036
 E-mail: smwood@shoeburyness.secat.co.uk

Year 10 WORK EXPERIENCE SELF PLACEMENT FORM
 Date range: 10–21 July 2023

SECTION 1: To be completed by Student

Student Name: _____ Date of Birth: _____

SECTION 2: To be completed by the employer

Name of Organisation: _____ Contact name: _____
 Address: _____ Postcode: _____
 Position: _____ Tel: _____ E-mail: _____
 Main business of employer: _____ Work Experience Job Title: _____
 Brief Summary of Work Experience Activities: _____

Days per week: Mon, Tues, Weds, Thurs, Fri, Sat, Sun Hours per day: _____ Start/Finish time: _____
 (Maximum of 5 hrs per 1 calendar week)
 Address of placement (if different to above): _____
EMPLOYERS LIABILITY INSURANCE DETAILS
INSURANCE – Employers Liability insurance cover and Public Liability insurance cover are legal requirements for Work Experience. We regret that we are unable to take up offers of Work Experience from organisations without such cover.
 Name of Insurance Company: _____
 Policy Number: _____ Expiry Date: _____ Cover Amount: £ _____

To be completed by the EMPLOYER/ORGANISATION providing work experience. Please read carefully before signing

- Employers offering a work experience placement are required to be visited by a member of staff to assess the suitability of the placement. The visit will cover insurances, health and safety, placement content and working practices in accordance with the Health and Safety Procurement Standards outlined by the Department for Education
- I confirm that I am happy to undergo a placement assessment visit: Yes / No
 (A representative from the school will contact you to book a mutually convenient time)
- I would like the student to contact me again prior to the start of the placement: Yes / No
 (unless stated otherwise we will request student to make contact approx. 2 weeks before the start date)

Please confirm your offer of a Work Experience placement (a Manager or Supervisor should sign below)

Signed: _____ Date: _____
 Name: _____ Position: _____

SECTION 3: To be completed by Parent/Guardian

- I confirm that I have agreed to my child participating in this placement and will be responsible for their actions whilst on placement
- I have satisfied myself that the placement is a safe environment for my child to undertake work experience.

Signed: _____ Name: _____ Date: _____

Please return the completed form to Mrs Wood, Work Experience Admin or the school Reception

Self-Placement form

SHOEBURYNNESS HIGH SCHOOL
 Cauffield Road, Shoeburyness, Essex S53 9LJ
 Tel: 01702 292286
 E-mail: office@shoeburyness.secat.co.uk

WORK EXPERIENCE MEDICAL AND CONSENT FORM
 Please complete ALL sections and return to school as soon as possible
THIS FORM WILL BE FORWARDED TO THE EMPLOYER

PUPIL INFORMATION:

Surname: _____ First Name(s): _____ Date of Birth: _____
 Address: _____

MAIN CONTACT DETAILS
 Name: _____
 Telephone: _____
 Alternative Telephone: _____

ALTERNATIVE CONTACT DETAILS
 Name: _____
 Telephone: _____
 Alternative Telephone: _____

Does your child suffer from any of the following (please delete as appropriate)?

AILMENTS

	IF YES please give details of medication/treatment and any relevant information	
Hay Fever	Yes/No	
Migraine	Yes/No	
Traumat Sickness	Yes/No	
Asthma	Yes/No	
Epilepsy	Yes/No	
Diabetes	Yes/No	
Fainting Attacks	Yes/No	
Any Others	Yes/No	

Continue on a separate sheet if necessary

ALLERGIES

Dust	Yes/No	Penicillin	Yes/No
Nettle Rash	Yes/No	Food Allergies	Yes/No
Elastoplast	Yes/No	Any Others (please give details below)	Yes/No
Insect Stings	Yes/No		

Any other allergies (please give details): _____

TETANUS Has your child been immunised: Yes/No YEAR: _____

Doctor's Surgery/name: _____ Telephone Number: _____

I agree to authorise members of staff during the course of the work experience placement to approve such medical treatment for my child as is deemed necessary in an emergency on the advice of a qualified medical practitioner. I set out above (and continued on a separate sheet if necessary) any medical condition from which my child is suffering, together with details of the treatment required. I also agree to update this with any relevant information which comes to light in the future before the placement starts.

Signed by Parent/Guardian _____ Date: _____

Medical and Consent form

SHOEBURYNNESS HIGH SCHOOL
 Cauffield Road, Shoeburyness, Essex S53 9LJ
 Tel: 01702 292286
 E-mail: office@shoeburyness.secat.co.uk

Learner's Data Protection Waiver

In order to provide and process a work experience placement, Shoeburyness High School requires some specific information. Some of this information we are required to pass on to the employer so that they can provide a suitable experience and do everything that is reasonably practicable to protect the Health, Safety and Welfare of Learners. The information we require is as follows:

Title	Learner's Surname	Learner's First Names	Learner's Date of Birth

DATA REQUIRED	THE USE OF THIS DATA	REASON FOR DATA COLLECTION
Learner's Date of Birth	The Learner's age may affect the placements availability or the activity that can carry out	Legal plus Health & Safety issues
Learner's Address and Contact Details Parent/Primary Carer Contact Details	This information may be used to locate a placement within a travelling distance. The Learner may need to be taken home or in an emergency you may need to be contacted. The employer may need to contact you or the Learner.	Organisational and Welfare issues
Learner's Relevant Medical Data	The employer will need to decide if the placement will be suitable or if there is any activity the Learner should not be involved with due to the medical condition.	Health & Safety issues
Learner's Special Educational Needs	The employer will need to provide suitable levels of supervision and support for each Learner to ensure that they do not put themselves or others in any danger.	Health & Safety issues
Learner's Emotional and Maturity issues	The employer will need to provide suitable levels of supervision and support for each Learner to ensure that they do not put themselves or others in any danger.	Health & Safety issues
Learner's Gender	Information may be used to find a suitable placement and given to the employer so that they can plan for the placement and make suitable supervision arrangements	Organisational and Welfare issues
IF THERE IS ANYTHING THAT YOU CONSIDER COULD BE RELEVANT PLEASE ENTER DETAILS BELOW (CONTINUE ON A SEPARATE SHEET IF NECESSARY)		
Does your child have any Special Educational Needs or Emotional and Maturity issues?	<i>Please enter relevant details here</i>	Plus Health & Safety issues, organisational and Welfare issues
Is there anything else you believe we should be aware of Such as Police bail, criminal record, involvement with the Youth Offending Service?	<i>Please enter relevant details here</i>	Legal plus Health & Safety issues, organisational and Welfare issues

Please enter the relevant information on the forms supplied. Information that could identify the individual will be retained by Shoeburyness High School within the legal guidelines. To enable Shoeburyness High School to process the Student's placement could you please read this document and sign below agreeing that Shoeburyness High School can use the data as being used as indicated above.

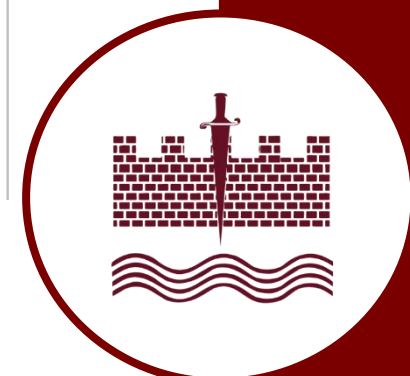
PARENT/PRIMARY CARER
 I agree to the use of the above data as described for my son/daughter's work experience

Name _____ Signature _____ Date _____

LEARNER
 I agree to the use of this data as described for work experience as listed above

Name _____ Signature _____ Date _____

Learner's Data Protection Waiver





Work Experience Placement

Shoeburyness High School
 Caulfield Road
 Shoeburyness
 Essex SS3 9LL
 Tel 01702 292286 ext. 3036
 Email: swood@shoeburyness.secat.co.uk

Example

STUDENT: Joe Bloggs

Placement/Address	Contact Name	Telephone
123 The Avenue Southend on Sea	Ian Boss Director	01702 123456
		Email
		ianboss@example.test.uk
Placement Dates	Days	Times
10 – 21 July 2023	Monday - Friday	9.00am – 5.00pm
		Breaks/Lunch provision
		2 x 15 min break, 1 hour lunch
Job Role / Title	Job Specification	
Work Experience	To assist with jobs suitable for age and experience	
Special Instructions: Wear safety boots		

Please read through the information contained within this document carefully, then sign and return **BOTH** copies to Mrs Wood along with any other forms included as soon as possible. A copy will be returned to you approximately 2 weeks prior to the start of the placement. The employer has signed an agreement regarding Health & Safety and Work Experience.

Student Agreement	Parent / Guardian Agreement
As the student I have read and understood the information detailed about the placement and Health & Safety (overleaf) and agree: <ul style="list-style-type: none"> to attend the placement each day; to respect the confidentiality of the company and its clients; to abide by the company mobile phone policy; to not reference the company, its staff or its clients on social media; to comply with the company's safety policy and take notice of risk assessments that apply; to not enter areas designated as off limits nor use equipment considered as off limits; to inform the school and the employer of any absence; 	As the parent/guardian I have read and understood the information detailed about the placement and Health & Safety (overleaf) and agree: <ul style="list-style-type: none"> to him/her taking part in this placement; that he/she does not suffer from any medical condition/special needs which could result in an unnecessary risk to his/her health or to the health or safety of another person (per Learners Data Form Protection Waiver form attached/previously signed); that travel to/from the placement is my/our responsibility; that he/she may not be supervised at lunchtimes should they decide to leave the premises; to inform the school and the employer of any absence; that work experience is a non-paid activity;
Signed	Signed
Name	Name
Date	Date

Health and Safety

The employer's risk assessment reflects what the employer has identified as the significant risks and hazards associated with this work experience placement. It also records the employer's control measures required to minimise these risks. Specific risks that may be recorded in the workplace are detailed below (some or all the below will apply)

Lack of Knowledge, Experience and Awareness

The student will be given an induction on their first day which will include health and safety. The student will be supervised at all times and will be made aware of the risk assessments that apply. For the safety of themselves and other employees, students are expected to comply fully with the employers' safety policies.

Fire procedures

The employer has fire safety procedures in place which the student will be made aware of including how to raise the alarm, what to do in the event of an alarm, fire exits and evacuation procedures.

Workplace/Environment

The employer has a designated Health and Safety representative. The employer will make every effort to ensure that the working environment meets all safety criteria to include appropriate temperature, lighting and ventilation for personal comfort. Fixtures and fittings are maintained accordingly to keep the environment safe.

Personal Safety and Well-being

The student will have frequent breaks and will not be expected to deal with situations that may result in abusive or violent behaviour. First aid facilities are available for use and the student will be advised of the appointed person. For off-site placements only: The employer will make every effort to ensure the working environment/student has access to toilet facilities, drinking water and rest facilities.

Slips, Trips and Falls

The working area will be kept clean and tidy with appropriate warnings signs displayed. The student will be advised on safe working practices and should help to keep the workplace tidy. The student will be advised on appropriate footwear. The student should not use ladders, but step stools / safety steps are permitted.

Lifting and Manual Handling

The student will be instructed on safe lifting but will not be expected to lift any loads beyond his/her capability with assistance being provided where necessary.

Equipment and Machinery

Equipment and Machinery is used and maintained as per manufacturers' instruction, including appropriate guards being in place. Equipment will not be used without full induction training and on-going supervision covering safe practice. The student will only use equipment and machinery identified as age appropriate.

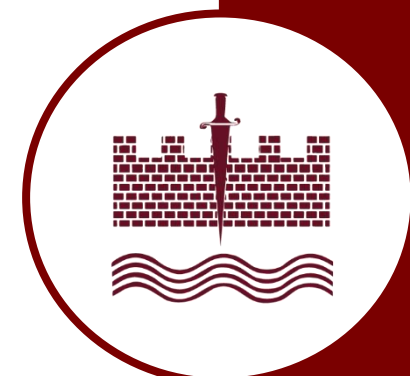
Personal Protective Equipment (PPE)

PPE will be provided to the student if required and must be worn as directed by the employer. If the student is to provide their own safety boots this will have been advised previously.

Placement specific information:

Expect to see information relating specifically to the tasks/environment that you will be working in.

The student should contact the employer before the start date if they need to confirm any first day arrangements.



Agreement issued after all checks have been completed in duplicate with a copy handed back to student before placement start.

What types of employers have taken Year 10 students previously:

Catering & Hospitality

Banking & Financial Services

Administration & Office work e.g

- Solicitors
- Estate Agents
- Public & Private companies
- Local council & Government offices

Animal Care

- Pet shops
- Veterinary care
- Kennels/Catteries
- Pet Groomers/Pet café's
- Stables

Education & Pre-School

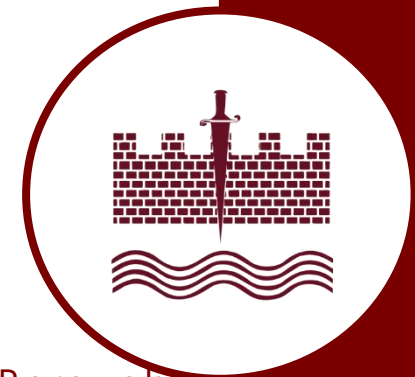
Hair & Beauty

Warehouse

- Stock taking
- Picking & Packing orders
- Light administration duties

Conservation & Horticulture

- Garden centre's
- Wildlife Trusts
- Public Park maintenance (via Southend Borough Council)
- Garden maintenance companies
- Landscaping & Tree surgeons



Cont....

Motor Mechanics & Transport

- Motor Mechanics and workshops
- Tyre workshops
- Railway stations and Transport for London

Construction, Manufacturing & Site Maintenance

- Engineering roles (e.g. component repair & maintenance, component construction...)
- Electrical and Alarm companies
- Joinery
- Construction trade (site work is not usually available for under 16's due to insurance)
- Building Maintenance companies

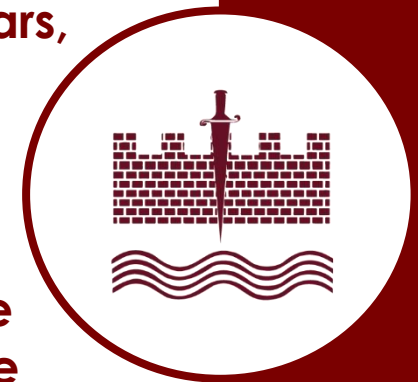
Retail & Others

- Shop floor (e.g. stocking shelves, stock rotation, customer service etc.)
- Charity shops
- Specialist shops (e.g. Music shops, florist, bakers etc.)
- Any other business or service industry

Sport, Recreation & Leisure

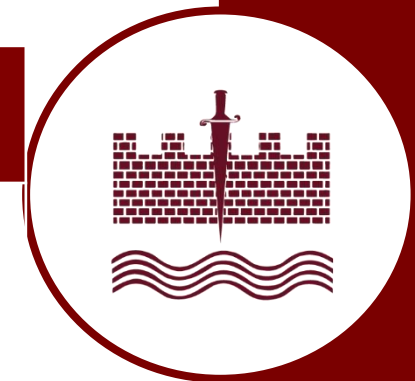
- Gyms & Leisure Centres
- School PE Departments
- Stage & Dance schools
- Sports clubs
- Children's Entertainment Venues

***Please note that whilst Care Homes have taken students in previous years, we would not expect that to be the case currently due to the after effects of Covid. We did also experience nurseries and child care settings reluctant in some instances last year.**



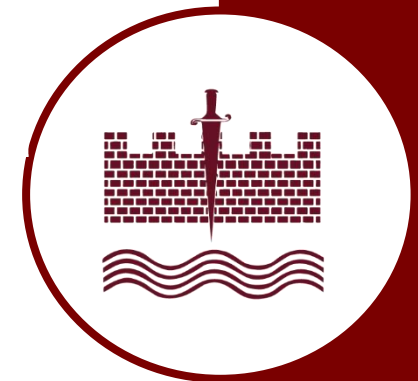
Phase 2: Expectations during placement dates

STUDENT	PARENT/GUARDIAN
<ul style="list-style-type: none">➤ Attendance: regular and punctual➤ Listen & learn➤ Ask relevant questions➤ Be realistic➤ Be positive➤ Enjoy!	<ul style="list-style-type: none">➤ Travel expenses➤ Attendance/sickness➤ Support
SCHOOL	EMPLOYER
<ul style="list-style-type: none">➤ Visits/calls to students on WEX➤ Support➤ Monitor attendance	<ul style="list-style-type: none">➤ Induction➤ Treat student as an employee➤ Support



Phase 3: Feedback Forms

STUDENT	EMPLOYER
<ul style="list-style-type: none">➤ Before placement commences: expectations and skills required	<ul style="list-style-type: none">➤ Asked to feedback on key qualities for the work place and performance
<ul style="list-style-type: none">➤ On return in Year 11: Reflection of placement and performance	<ul style="list-style-type: none">➤ If received, will be given to student



Key Dates

- **23rd / 24th November 2022:** Parent Information Evening / Year 10 Assembly
- **Oct 22 – May 2022:** Self Placement, Assistance and Paperwork
- **19th May 2023:** Deadline for self placement
- **16th June 2023:** Deadline for the return of **ALL** paperwork and Agreements
- **Work Experience Dates:** 10—21 July 2023 (10 days)

Key contacts

Mrs Sue Wood, Curriculum Support Assistant
Telephone 01702 292286 extension 3036

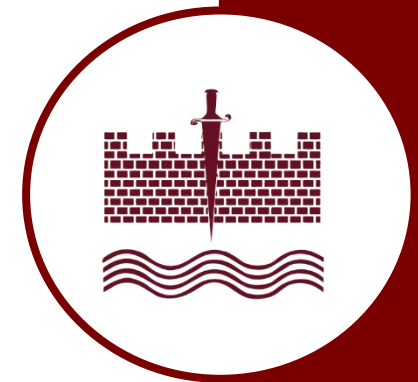
swood@shoeburyness.secat.co.uk

Ms Lou Fanning, Careers Lead
Telephone 01702 292286 extension 3052

lfanning@shoeburyness.secat.co.uk

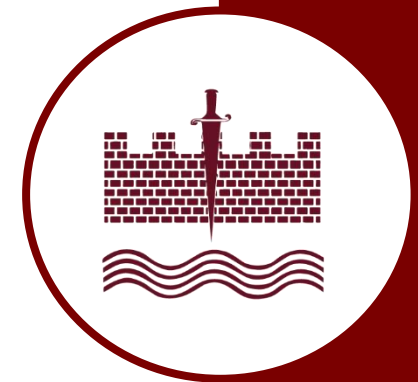
Ms Jo Ballard, Assistant Headteacher Curriculum
jballard@shoeburyness.secat.co.uk

Telephone 01702 292286 extension 3016



Advice to parents/carers

- Be positive and encourage your child. This can be a very positive experience, and a lot depends on the student's approach to the work placement.
- Allow your child to take ownership and make their own choices and make all necessary arrangements.
- Check any agreements that you are asked to sign. Small details can sometimes be very important. All medical conditions must be listed. Read the job description carefully to ensure students know what is expected of them.
- Encourage your child to dress smartly, this will help create a positive first impression.
- Please check that students return paperwork promptly. Sometimes this can be forgotten and left in bags or blazer pockets for weeks.
- Please be aware of the key dates and contact the school if you have any concerns.



Common / possible questions

I don't know what I want to do. Is it worth me doing work experience?

- *Yes. Work skills are transferable. Speak to family, friends and staff to find something that you will enjoy.*

Will I get paid?

- *Work experience is not paid work.*

What if I am sick?

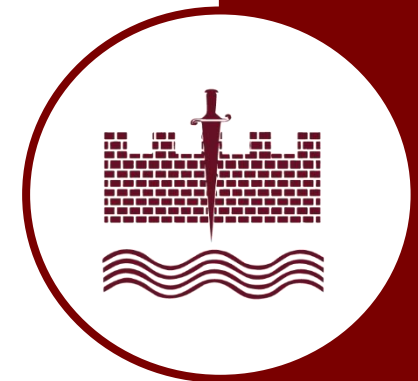
- *Both the employer and the school need to be informed of any sickness.*

What if there is an inset day during the placement?

- *You will be expected to work at your placement unless it is a non-working day at your employer.*

What if I don't enjoy what they ask me to do?

- *Most people will be asked to do something they do not enjoy in their work life. Make sure that you know the sort of tasks that you will be asked to do BEFORE you agree the placement. If you do not think that you will enjoy any of the work, think about looking for a different placement.*



My mum/dad is working from home. Can I do my work experience with them?

- *Generally the answer to this will be **No**.*

I have found a Virtual Work Experience I like the look of – can I do that instead?

- *For the purposes of Year 10 Work Experience we ask that you look for a in-person placement.*

What happens if I can't find a placement?

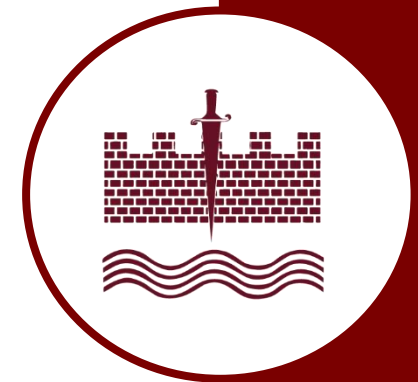
- *If you are struggling to find a placement, ask for help.*

Do I have to do my work experience in the Southend area?

- *No. You are welcome to look outside of the Southend/Shoeburyness area, in fact it is sometimes easier to find a placement. Remember that school can not fund travel costs and travel times should be considered when committing to a certain start or finish time to the day.*

How many hours do I need to do a day?

- *To get the most from your placement we suggest working at least 4 hours per day. You must not work more than 7 hours. A start time before 7am and a finish later than 9pm is considered 'unsocialble' for the purposes of work experience and would require additional checks and sign off.*



I am being asked to work on a Saturday, but have a day off in the week. Is this ok?

- *Yes, this is fine, but you should only be asked to work 5 days out of the 7 day week.*

I need to attend an interview during school hours. Is this permitted?

- *Yes, we just ask that you inform the Attendance Office in advance.*

Can I work with someone who is self employed?

- *Possibly. The main concerns will be around Insurance and safeguarding. The employer must have EMPLOYERS LIABILITY INSURANCE (ELI). Many self employed people do not require this, but some may have it. If you are unsure, the school is happy to speak to a potential employer to work out if a placement is suitable.*

This presentation will be uploaded to the school website under LEARNING / CAREERS GUIDANCE AND WORK EXPERIENCE where you will also find details of the full Careers Programme undertaken at Shoeburyness High School.

