

Banbridge High School
WORK EXPERIENCE POLICY

SELB GUIDANCE

Statutory Authority

The Southern Education and Library Board in exercise of the powers conferred on it by Article 63 (2) of the Education and Libraries (NI) Order 1986 as amended by Article 82 of the Education (NI) Order 1998 makes the following Scheme for the regulation of work experience by pupils who are in attendance at schools in the Board's area.

Work experience is defined in paragraph 63(3) of the Education and Libraries (NI) Order 1986.

1. AGE QUALIFICATION

Article 82 of the Education (NI) Order 1988 permits pupils to participate in work experience only –

- in the school year in which he/she ceases to be of compulsory school age; and
- in the school year immediately proceeding that year.

Work Experience will be provided for all pupils in Years 12 and 13.

This Scheme therefore does not apply to pupils over compulsory school age.

POLICY

EDUCATIONAL REQUIREMENT

The Work Experience Scheme will be closely related to the school's educational aims and preparation for and follow up of the period spent in work experience should be integrated with the school curriculum. The majority of the preparation and debriefings will take place during Careers classes and will be delivered by staff who have suitable experience/training.

LENGTH OF WORK EXPERIENCE

Indemnity will be provided in respect of Key Stage 4 pupils for up to 60 days work experience within the two years defined above and which must include a continuous block of five days work experience.

All pupils must have access to the Northern Ireland Curriculum and any work experience arrangements must not restrict this statutory right.

ORGANISATIONAL ARRANGEMENTS

- Work Experience Schemes organised on a block release basis should not exceed ten days.
- There must be a period of at least ten days between each block period when work experience is not offered. This will allow for proper preparation and follow up procedures.
- Pupils must not work more than 40 hours per week during block release schemes.

THE TIMING OF WORK EXPERIENCE

Work Experience will be completed within the school year at a time which has been agreed with Senior Management. Heads of Department may also be consulted.

- Work experience will not be completed during Easter, Summer and Christmas vacations as staff are not available to monitor the placements. Schools will not send pupils on work experience on a block release basis during the 5 days prior to or after the summer vacation.
- Pupils will not undertake work experience during their school holidays, eg mid-term breaks, as no indemnification in respect of pupils will be provided during these periods.
- No indemnification in respect of pupils will be provided for overtime or Saturday/Sunday work.

PREPARATION, APPROVAL AND SUPERVISION OF SCHEMES

The full cooperation of all vested parties will be sought from the beginning of the programme i.e. the school, pupils, parents, employers. It will be established that no payment for work experience should be made to the pupil, the school or the Board. Such payment implies employment and renders the indemnity provided in respect of the pupil null and void.

School will maintain contact with the pupils and the employers during the period of work experience. The Teacher in charge of Work Experience will be allocated to pupil supervision during the Scheme. Employers will be responsible for ensuring that the pupils are closely supervised in the work situation in accordance with the requirements in the Form of Indemnity (See Appendix 1).

The Work Experience Schemes will be registered with the Board at least two weeks before the commencement of the Scheme using the Board's Form WE3.

THE SCHOOL'S RESPONSIBILITY

Before Placement

The School will ensure that:-

- pupils engage in extensive preparation for work experience and are aware of the hours to be worked, appropriate standards of behaviour, health and safety at work issues and what to do in the event of an emergency;
- parental consent in writing must be received before the pupil is permitted to participate in a Work Experience Scheme. Letters to parents/guardians should contain the following information –
 1. type of Scheme
 2. hours of work
 3. insurance cover
 4. name and telephone number of contact teacher

See Appendix 1.

A letter will be forwarded to all parents along with a consent form; this will also inform parents that students must not receive payment as it breaches the indemnity cover.

See Appendix 1.

- an employer who agrees to participate in the Work Experience Scheme will be made aware in writing of the purpose of the Scheme and his responsibilities and insurance requirements;
- Indemnity forms and Employer's Consent Forms have been completed in respect of all pupils before work placement commences

See Appendix 1.

- the placement is suitable for the pupil, has confirmed that it is a safe working environment and any special needs have been considered for those who are pregnant, or who have special medical conditions like asthma, epilepsy, anaphylactic shock syndrome, etc (advice will be sought from the appropriate Board officers for Careers and Health and Safety where appropriate);
- pupils do not have work experience in work situations with which they are already familiar, for example, within their part-time employment or within the family business;
- no pupil undertakes work experience where the work concerned is subject to a statutory age limit. This means, for example, that if there is a specified quoted lower employment age limit of 16 years, then a pupil of 15 cannot have work experience in that role or in some cases that location. The same applies to all employment limits.
- no pupil undertakes work on ships. Safety on ships is regulated by a special government body which will confirm that no one may go to work at sea under 16. The Merchant Shipping Act 1995, paragraph 55, forbids any person under school leaving age to be employed on a ship. This includes when the ship is in dock.
- no pupil undertakes work experience which involves working at height, for example, at window cleaning or on scaffolding or other confined spaces, for example, in storage tanks (advice on other restrictions is available from the appropriate Board Officers for Careers and Health and Safety); and
- employers must have been advised by the school of any pupils with statements of Special Educational Needs and any special considerations they might require and that they are also advised of any medical conditions which the pupil might have.

During Placement

The teacher in charge of Work Experience will ensure that:-

- a. there is a clear line of contact between employers and the school in case of any emergency;
- b. pupils have been appraised of the firm's health and safety regulations, including fire evacuation procedures including directed classroom time on Health & Safety for young people;
- c. each pupil is visited or contacted by telephone by the teacher in charge of work experience or by a member of the careers team during their placement. For students on long term placements they will be visited regularly by, at least once every four weeks by a appropriate member do staff;
- d. teachers when visiting pupils on placements should:-
 1. check pupil attendance and progress;
 2. discuss any potential problems with employers;
 3. assess and be aware of the conditions under which the pupil is working; and
 4. show employers that school attaches great importance to their participation in the Scheme and the benefits to the pupils.
- e. parents and pupils are informed that in the case of a planned unavoidable absence from the work placement it is the pupil's and parent's responsibility to inform both school **and** employer of the absence as soon as possible.

After Placement

All pupils will be debriefed after Work Experience and they will participate in classroom activities to reflect on their successes, areas for improvement, understanding of the world of work and they will

update their career plans. Teachers involved with the delivery of the Work Experience Programme will also have the opportunity to feedback information and use, where appropriate, their experiences for Professional Development.

The Teacher in Charge of Work Experience will ensure that:-

- a. pupils make a record of their work experience for their Progress Files;
- b. teachers update pupils' cumulative career records with details of work experience placements;
- c. pupils by means of skilfully led discussions, project work and role play, are helped to:-
 1. reflect on their experiences;
 2. interpret these and look for any patterns;
 3. develop concepts and theories about the world of work;
 4. recognise attitudes and value systems;
 5. have an increased awareness of health and safety at work issues;
 6. consolidate what they have learned; and
 7. be able to relate their learning in the classroom to the world of work.

REGISTRATION OF SCHEMES WITH THE BOARD

The Teacher in charge Work Experience will ensure that the following conditions as laid out by the SELB will be met:

Providing that the conditions of this Scheme have been compiled with and on the condition that the employer has Public Liability insurance, the Southern Education and Library Board will approve a school's work experience programme. Pupils should not be placed in a firm which does not have a Public Liability Insurance. No pupil should be permitted to participate in a Work Experience Scheme without a signed Employer's Consent Form. A Form of Agreement and Indemnity should be completed in respect of each placement. The original documents should be retained by the school as these will be required by the Board in the event of litigation arising. They may also be subject to checking by Internal Audit.

The Work Experience Registration Form Parts 1 and 2 must be completed and forwarded to the Board at least 14 days prior to the date of commencement of the Scheme. This notice is required to enable processing of arrangements prior to the actual commencement of the work experience.

See Appendix 1.

Approved BOG: 22.10.2012