# Fair Ways Education
# Work Experience Policy

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## Fair Ways Vision, Mission and Values

**Our vision**
To build a community that changes lives, makes a difference to society and leaves a legacy greater than ourselves and our contributions.

**Our mission**
To grow a compassionate, resilient, and trauma-informed community, that embraces learning, so that we improve the lives and outcomes of individuals.

**Our values**
Our values form the heart of the work we do, defined by Fair Ways people, for Fair Ways people. These are the values by which we operate, by which we are governed, and to which we are held accountable.

We therefore expect every individual within the organisation to *play their part*:

| **P**ROFESSIONAL | **A**CCEPTING | **R**EFLECTIVE | **T**RANSPARENT |
|---|---|---|---|
| · We do what we say we will.<br>· We approach challenges with optimism and enthusiasm.<br>· We don't judge, we notice.<br>· We put the needs of the service before our own personal gains. | · We don't give up on people.<br>· We value all individuals and are willing to challenge them.<br>· We embrace each other's differences as much as our similarities.<br>· We accept responsibility for our actions. | · We give feedback, we invite feedback, we listen to feedback.<br>· We look inward before we look outward.<br>· We learn as much from our mistakes as from our successes.<br>· We listen to each other, learn from each other and grow together. | · We are always willing to explain why.<br>· We have the courage to be open and honest.<br>· We earn trust through our transparency.<br>· We live by our values even when no-one is watching. |

## 1 Scope

1.1 This document describes Fair Way's policy on Work Experience placements and Careers advice within the school settings.

1.2 The key to making work experience effective, relevant and useful in the long-term for students is to ensure that it takes place with an external agency, external to the place where they study, where they can experience the real demands of the working environment, independent from their peers and their tutors.

1.3 By providing the opportunity for periods of Work Experience we aim to: Develop the students' employability and key skills; provide students with the opportunity to improve their understanding of the world of work; help students to develop increased maturity, self-esteem and confidence; enable students to develop interpersonal skills; help students to make informed decisions for their future.

1.4 Placements will be arranged for the students after consultation between the student, the careers adviser and working collaboratively with Hampshire Futures.

1.5 Placements sought will be guided by the interests of the individual student with consideration being given to the appropriateness of the placement.

## 2 Introduction

2.1 We provide access to Education across 4 sites, all based in Hampshire. Each school is specialised in working with Social, Emotional and Mental Health (SEMH) difficulties and Autistic Spectrum Conditions (ASC), with students aged between 11 and 19. In addition, many of our students have additional complex needs such as Attention Deficit Hyperactivity Disorder (ADHD), Obsessive Compulsive Disorder (OCD), and Mild Learning Difficulties (MLD). Our young people arrive to our schools from a variety of backgrounds including full time residential care & foster care.

2.2 Fair Ways Education believe in providing all students with learning opportunities which aim to equip them for adult life. The school strives to introduce students to a range of teaching and learning opportunities, which offers them practical experience in many aspects of life. For many students, active learning is the key to motivation and has an impact on other aspects of their education. Work experience is an integral part of our Educational Programme and offers students a valued opportunity to practice key skills and career management skills learned in other areas of the curriculum. The programme allows a tailored approach to students' learning needs, including target setting and action planning.

2.3 All students are given an equal opportunity to access Work Experience placement. Students are encouraged to try different activities not always within their comfort zone which would build on their self-esteem and confidence.

2.4 The length of the Work Experience placement will depend on the providers' assessment of students and what level of Work Experience will adequately develop them for progression into employment, taking into account their abilities, prior attainment, career goals and work readiness.

## 3 Delivery

3.1 To ensure the services Hampshire Futures delivery reflect the highest standards Fair Ways Education strives to achieve, it is agreed that careers advisers are:

- All qualified in careers guidance at QCF Level 6 or higher
- Receive regular supervision, interview observations, and undertake Continuous Professional Development
- Participating in regular performance review
- Required to maintain up-to-date information and knowledge in their specialism
- Required to maintain the highest professional standards, including adhering to codes of practice on conduct of visits, evaluation criteria, confidentiality, and on oral and written reporting
- Appointed via regular process for Safer Recruitment (Disclosure and Barring Service) and medical checks

3.2 The Hampshire Futures Careers Quality Framework ensures all advisers are trained and supported for the professional roles they are undertaking. There are five aspects within the Quality Framework:

- Professional line management supervision
- Formal annual observation of professional practice
- County lead role in Careers Guidance, enabling advisers to keep their professional knowledge up to date
- County training courses
- Formal and informal reviews of services with the establishments

## 4 The aims of the programme

4.1 Work experience placements are regarded as a means of achieving learning outcomes.

4.2 There are five main curriculum areas to which the Work Experience programme is linked. These are:

1. Employability and Key Skills
2. Careers Education and Guidance (Gatsby benchmarks)
3. Vocational courses
4. Personal and Social Education
5. National Curriculum and other subjects

**Employability and key skills** — insights into skills and attitudes required by particular sectors and employers and an opportunity to develop, practice and demonstrate key skills in a work setting, in particular recognising hazards, assessing and controlling risks, working with others, ICT skills and improving own learning and performance.

**Careers education and guidance** — a better understanding of changes in the world of work and the implications these have for their own careers. Meeting the government Gatsby benchmarks.

**Vocational subjects** — a better understanding of vocational areas being studied, the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.

**Personal and social development** — development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills.

**General subjects** — opportunities for students to enhance their understanding of the National Curriculum, develop a practical understanding of a range of issues involving Health and Safety, Economic and Business issues, Citizenship and Environment and Moral and Social Education.

## 5 Health and Safety

5.1 All students must be placed in Work Experience placements, which have been Health and Safety checked by Fair Ways Education and/or Hampshire Futures. This will ensure that the safety of students is maintained while they are on Work Experience. Hampshire Futures will ensure that the employers concerned have Employer Liability Insurance and robust systems in place for ensuring the safety of learners.

5.2 Risk Assessments:

- The work experience provider / company should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the student, taking into account the age and limited experience of the young person and that the key findings will be communicated to the student before the commencement of the placement.
- The Work Experience provider / company should be informed of any medical conditions the student has, which could result in an increased risk to the student or an employee's health and safety during the placement.
- The Work Experience provider / company will then be able to identify any significant risk and the necessary control measures put in place to ensure the safety of the student.

5.3 No student will be allowed to go on a Work Experience placement unless it has had a comprehensive Risk Assessment.

5.4 Where appropriate, students will be provided with and instructed on the correct use of Personal Protective clothing and Equipment (PPE) and its use will be enforced.

5.5 The Work Experience placement / employer will notify the parents / guardian and School, by telephone and as soon as practicable, of any accident, of any case of ill health or any other incident which relates to the student's work placement. When appropriate, the Work Experience placement / employer will comply with the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The employer will have access to adequate first aid facilities as required under the Health and Safety (First Aid Regulations 1981).

## 6 DBS Checks – Safeguarding

6.1 Before beginning any work with the students who attend any Fair Ways Education Placement and to ensure the safety of our students at all times, volunteers and external professionals should complete a DBS check if they will be lone working with our students. Fair ways staff remain on site at the work experience placement at all times.

6.2 Fair Ways Education Schools have a register of ALL work experience placements and the relevant checks which have been completed. The checks are completed by our external independent career advisors, Hampshire Futures.

## 7 Parental Responsibilities

7.1 The School is only able to provide information regarding additional educational needs to work experience providers when these are supplied by parents. It is the responsibility of parents to ensure that details regarding additional educational needs are provided to the school as soon as they arise and confirm they are happy for this information to be shared with the work experience provider.

7.2 To be entirely responsible for their Childs Health and Safety and welfare for Work Experience organised outside of school and during school holidays.

## 8 Student Responsibilities

8.1 Students are expected to take reasonable care of their own health and safety, or that of other people, who may be affected by their actions throughout the duration of their placement.

8.2 Students are expected to cooperate fully with the work experience provider / employer, and behave in a matter befitting their work place, as representatives of Fair Ways Education.

8.3 Expectations of the student:

- To engage positively with the careers adviser to find a placement
- Attend every day when expected
- Be punctual
- To contact the employer and the school if they are unable to attend
- Wear appropriate clothing
- Use appropriate language and behaviour
- Follow instructions
- Be keen and willing to learn

## 9 Gatsby Benchmarks

9.1 Fair Ways Education follow the Gatsby Benchmark framework to ensure the highest standard of careers provision and work experience opportunities.

9.2 The eight Gatsby benchmarks of Good Career Guidance are:

1) A stable careers programme
2) Learning from career and labour market information
3) Addressing the needs of each pupil

4) Linking curriculum learning to careers
5) Encounters with employers and employees
6) Experiences of workplaces
7) Encounters with further and higher education
8) Personal guidance

## 10 Relevant Legislation

10.1 This policy takes note of all relevant legislation including:

- Equality Act 2010
- The Health and Safety at Work Act 1974
- The Health and Safety (Training for Employment) Regulations 1990
- The Education Act 1996
- Department for Education's statutory Guidance

## 11 Cross references

11.1 This policy has taken into consideration and has links with the following:

- Teaching and learning policy
- Equal opportunities policy
- Equality and Diversity Policy [DOC REF OR30]
- Staff development
- Health, Safety and Welfare policy [DOC REF OR 06]
- Student support, guidance and welfare
- Departmental policies and schemes of work
- Service level agreement with Hampshire County Council *(Hampshire Futures)*

## Appendix A – Work Experience- Parent Consent Form

**A1.** WORK EXPERIENCE – PARENTS CONSENT FORM

I am willing for my daughter/son (Name): _____to participate in the Work Experience Scheme, organised by Fair Ways School for the purpose of gaining experience in the world of work. I understand it is a condition of the scheme that the pupils shall not receive payment.

I acknowledge that without the appropriate Health and Safety check being carried out by Hampshire County Council (Hampshire Futures) my/our son/daughter will not be able to attend the placement

Signed .....(Parent/Guardian)

I further understand that my daughter/son will not be entitled to the benefit of the National Insurance Act in the event of injury while taking part in the scheme. Compensation in the case of proven liability on the employer's part must be provided by the employer or her/his insurers. It is therefore a condition of school work experience that the employer has Employer Liability Insurance.

If your daughter/son suffers from any medical problem or disability which may affect her/him during work experience or if you have any other information which you think we should be aware of please give details

Do you consent for this information to be passed to the employer? YES/NO

Is there any known medical/health reason why your daughter/son cannot participate in the work experience scheme? YES/NO

Home Telephone Number .....

Mobile Telephone Number .....

Emergency Telephone Number
(If different from above) .....

Signed ..... (Parent/Guardian)

Date .....