

September
2017

Work Experience Policy & Practice 2017

Curriculum

Contains relevant information on all work placement safer recruitment and procedures.



WORK EXPERIENCE POLICY

Welcome to Stanley Special School. We hope that you enjoy your experience with us and that your placement is useful and successful. Please adhere at all times to this Work Experience Policy.

Stanley School is a safe and vibrant learning community which promotes a happy and caring environment designed to enable all children to reach their full potential despite their barriers to learning. The School recognises the value of working with local schools, colleges and universities to offer valuable and relevant work experience and is committed to ensuring quality placements in order to prepare young people working in a special needs environment as well as raising the profile of our School.

Aims and Objectives

1. To ensure that all parties involved in the work experience placement are aware of their responsibilities.
2. To ensure that students are given the opportunity to gain 'hands-on' work experience.
3. To ensure compliance with relevant legislation.
4. To promote the value of each individual pupil: Please see 'Stanley School Aims and Mission Statement'

Scope

1. This policy applies to all students undertaking a work experience placement at Stanley School.
2. All parties responsible for the work experience students should be aware of and adhere to this policy. It is the responsibility of the Work Experience Coordinator (Ceelie Maxwell) to provide such parties with the policy prior to a work experience placement being undertaken.

Principles

General:

We are happy to offer work experience placements to all students and volunteers. However, we do have high levels of student placement requests, sometimes as many as 20 requests per week! For this reason we are only able to offer the following timed placements:

School work experience placements are generally for one week and a second week may be granted at the School's discretion.

Volunteers may attend for one day per week for a period of four weeks and additional time may be granted at the discretion of the School.

Parent volunteers may apply for one day a week for a period of four weeks. Additional time may be granted at the discretion of the School.

Teaching students accommodated at the University's request for a block placement will be granted for the purpose of a Teaching Practice Placement.

University and Sixth Form students may apply for one day a week for a period of four weeks. Additional time may be granted at the discretion of the School.

NVQ students will be granted one to two days a week at the request of the College for a period of four weeks. Additional time may be granted at the School's discretion.

Nursing students accommodated at the Health Authority's request will receive a block placement for the purpose of the Nursing Qualification and will be supported by the Work Experience Coordinator and School Nurse.

Prior to the Placement:

Upon confirmation of your placement, the following documents can be accessed via the School's Website prior to your visit:

- Work Experience Policy and Guidelines
- School Aims and Mission Statement
- Health and Safety Policy
- Data Protection and Security Policy
- Safeguarding Policy
- Recruitment Policy

During the Placement:

1. You are expected to arrive at the placement no later than 8.45 a.m. each day and can leave at 3 p.m. There is an onsite car park; please drive to Greenbank Drive, encounter the barrier and drive round to Stanley School. Cars are parked at their own risk.
2. On the first day of the work experience you will report to reception and ask for the Work Experience Coordinator (Ceelie Maxwell).
3. Throughout the placement the student will be regarded as an 'unregulated' employee and will be supervised at all times.
4. Should your training require that you are observed during your placement; the Work Experience Coordinator is a qualified mentor and is able to conduct observations linked to your training standards. Please inform the Coordinator if this is necessary during your induction period.
5. Once your placement is underway you will take instruction from and report to the class you have been assigned to at all times.
6. Should you be unable to attend through absence, please contact the Work Experience Coordinator at School as early as possible.
6. The Work Experience Coordinator is available to meet with a teacher from the student's organisation during the placement.
7. Stanley School reserves the right to end a work experience placement immediately if a student is persistently disruptive, disrespectful or behaves in a manner we would not expect of a Stanley School employee. If this is the case the Work Coordinator will contact the student's organisation directly.

Induction:

- A thorough Induction will be given on arrival: Phase one includes general housekeeping, fire drills and an evidence check by the Business Manager, Janice Hughes.
- It is a requirement by Law that all work placements be inducted and identities checked. Evidence required at Induction, Phase One: Any of the following: Passport, Photo Driving Licence (or paper), Birth Certificate, Marriage Certificate. Also provide DBS Certificate if you have it and proof of residence current within the last three months. These measures are in keeping with Stanley School's Safeguarding, Child Protection and Safer Recruitment policies; policies can be found on Stanley School Website and hard copies will be available on request to the Business Manager.
- The Business Manager will ask you to sign a 'Social Networking Sites' disclaimer and provide a copy of the School Handbook for your placement purposes.

Daily routines:

The children arrive at Stanley School at 9.15 a.m. and many are transported to School on Local Authority Transport. Please report directly to the Class base you have been assigned. If you are to move to a different class during your placement, the Coordinator will provide you with a timetable so that you know where you are each day.

Each class will vary their daily routines so please speak to class staff about what you will be doing that day. The Coordinator will make the class staff aware of any aims and objectives for your placement. Do not be afraid to stand back and observe during the initial stage of your placement as we understand that the way in which we work will be very new to you. When you feel confident, please feel free to begin getting involved. The class staff will be happy to provide you with activities which you feel comfortable with helping to support the pupils. Lunch breaks last 45 minutes and can be taken in the staffroom. Please bring your own lunch as it is not provided, or you can purchase a School lunch through the School Secretary. Please liaise with class staff for your allocated lunch time break. Children eat their lunch in the classroom and are supported by class staff and a Midday assistant.

Assembly takes place on Friday in the School hall where the whole School comes together to celebrate achievements throughout the School week.

An After School Club takes place each Tuesday and Thursday. If you wish to attend one of these, please ask the Coordinator, who will be happy to arrange this for you.

Stanley School adopts a smart casual dress code. Due to the nature of the placement you may be regularly involved in 'messy activities', such as painting, play dough, shaving foam and gloop! Please come prepared.

In accordance with the Data Protection Act, all documentation relating to placements must be treated with confidentiality. Applicants have the right to feedback and access to any documentation held on them.

All work experience placements are covered by the Wirral Borough Council's Liability Insurance Policy.