



## **INTRODUCTION**

St Joseph's RC High school policies are designed to support the school and the vision and values it upholds. St Joseph places emphasis on the value of the relationships formed with the parents and carers. A working partnership is vital to ensure that students are well supported at our school.

Our expectations are outlined in our partnership agreement.

## **VISION**

**Community minded:** a responsible, thoughtful and independent member of society that takes ownership of their own actions and decisions

**Driven:** a confident individual that achieves their full potential and works towards success without excuses or compromise

**Aspirational:** an individual with high expectations of themselves and others, always aiming to improve, succeed and excel

## **ETHOS & VALUES**

We have a deep commitment to building a sense of community at St. Joseph's – a community, which recognises the dignity and worth of each individual and fosters recognition of our responsibilities to each other and the wider world.

We aim to be a loving and reconciling community, based on mutual respect and tolerance. We try to live out our Christianity in our day to day dealings with each other. Children admitted to St. Joseph's are expected to take a full and active part in the religious life of the school.

We celebrate feast days, and the holy seasons in the Church's calendar. Prayers are said daily, and each week there are whole school and year assemblies. Opportunities to take part in voluntary Mass, the Rosary and Stations of the Cross are offered in our chapel. Every pupil will study Religious Studies throughout the school, up to and including GCSE level. It is gratifying to note that surveys of pupils regularly rate Religious Studies as a subject in which they make significant progress.

The pupils are our greatest asset. Their response to the opportunities and high quality teaching available at St. Joseph's results in a high level of academic performance and involvement in works of charity that we can all be justly proud of. They are involved in a high quality and extensive programme of voluntary community work, especially through our very active SVP Society.

We endeavour to ensure that each young person is able to achieve their full potential in terms of spiritual, intellectual and physical development, in a secure and safe environment.

## **AIMS OF POLICY**

### **KS3 Work Shadow Day**

St Joseph's facilitates work shadow day for all pupils in year 8 (on staff inset day), through family members and family friends. All placements must have up to date Employer and Public Liability Insurance

### **KS4 extended workplace placements**

We offer extended workplace placements to small number of KS4 students who are at risk of becoming NEET (Not in education, employment or training when they leave school) and where exclusion may increase pastoral or safeguarding concerns. In these instances, we will source the placement for the student concerned either within our local community

or through family members. Employers need to comply with certain criteria in order to be 'passed' as a suitable provider, but most do have the necessary Health & Safety measures already in place, as well as Employers Liability Insurance (ELI) and Public Liability Insurance (PLI). Tailored Education check all employers for these standards. Pupils are monitored whilst on placement for attendance, settlement and behaviour. All placements are checked for possible apprenticeship offers, maximising the impact of the placement for the pupil.

- Students that would benefit from an extended work experience placement will initially be identified by SLT
- SLT will be made aware, check that's student and parents are willing to engage, agree most suitable day(s) times for placement and arrange a careers appointment with the Head of Careers/Advisor
- Head of Careers will oversee placement including weekly log and assessment of learning and regular monitoring visits.
- Head of Careers will meet with Student, Parent and mentor and organise an initial meeting/visit dependent on individual student need.

In **Key Stage 4** all students are expected to source and complete a one-week placement during the second half of the summer term. The Administrative Health & Safety element of this is currently provided by Tailored Education. We work in partnership with Tailored Education to organise the programme and there is an online website where pupils can look for placements (Information

### **Aim and Learning Outcomes**

The aim of Work Experience is for students to experience a workplace to help them better and help them better understand the essential skills that employers desire.



In addition, work experience may give pupils the opportunity to:

- Learn about equipment used in the workplace
- Follow routines and schedules of the working day
- Follow instructions in a work situation
- Use tools and equipment in the workplace
- Use self-assessment and keep a record of progress
- Identify health and safety measures and hazards in the workplace
- Experience routine of a normal working day or shift
- Experience learning outside the classroom
- Improve confidence of unfamiliar situations
- Work with people of different backgrounds and ages
- Develop self-confidence, career management skills and resilience.
- Make a connection between what they learn at school and the world of work

- Launch Assembly
- Tailored Education employer database
- Work Experience Guidebook and letter home
- Work experience risk assessment checks
- 1-hour Health & Safety Briefing Workshop
- Telephone confirmation and pupil visits
- Staff mentors assigned to pupils
- Work Experience mobile phone in operation for week 7am-7pm
- Pupils get work experience diary's reference page filled in by employer
- Debrief assembly
- Thank you letters in English lessons

Pupils are expected to fit into their working environment and attend for the whole duration of placement. Part of the process of finding and starting on a placement may involve pupils in:

- Attending a pre-placement interview
- Dressing appropriately for the job
- Being punctual
- Notifying the person in charge if they are unable to attend through illness or other reason. Pupils are supported to achieve these tasks.

### **Procedures and Safeguarding**

- All KS4 placements are currently processed by Tailored Education, who agree a job description with the employer and ensure that adequate safeguarding and health and safety arrangements are in place.
- School will not discuss medical/health/other conditions with placement. It is the parent's/carers responsibility to share student medical information and support needs before placement starts
- Details of employers are kept by Tailored Education and are renewed annually for Health & Safety checks
- Students bookings are kept in the careers office and are reviewed annually in line with GDPR requirements
- Pupils will be inducted by the Employer on Health and Safety at Work procedures at the start of their placement.
- The student will keep a record of their experiences for recording and debriefing purposes.
- The employer will provide an end of placement report using the Tailored Education work experience logbook
- The student will review their progress at the end of the placement with their Form Tutor.
- The school and the employer reserve the right to terminate the placement if any student is deemed to have behaved in an inappropriate manner or the placement is no longer considered appropriate.

### **Useful Information:**

HSE Guidelines <http://www.hse.gov.uk/pubns/edindex.htm>

Safeguarding young people on work experience

<https://dera.ioe.ac.uk/1966/1/safeguarding%20young%20people%20on%20work-related%20learning%20including%20work%20experience.pdf>

**Signed off by Head teacher 11/10/2022**

