



## WORK EXPERIENCE POLICY

### Rationale:

In Sunningdale School we believe it is important that young people follow their education by entering the world of work.

Work experience is one way in which young people can sample social interaction, professional values, daily routines and the demands that typify a job.

In addition to the benefits they derive, young people on work experience also have a contribution to offer school. Their enthusiasm and practical help can add interest to classrooms, improve the adult/child ratio and support learning in a practical manner. It is therefore our policy to provide opportunities for work experience within the school wherever possible.

It is important that the number of young people who are on work experience in the school does not become intrusive. Neither should work experience ever be to the detriment of our own pupil's care and education.

### Selection procedures:

1. In order to access work experience within Sunningdale the young person must attend school within the locality. This will include the following schools: Sandhill View, Academy 360, Farringdon, Thornhill, St. Anthony's/ St. Aidan's Catholic Academy.
2. Personal applications will be considered especially if the young person is interested in pursuing a career in the special education field or if a recommendation is received from a fellow professional.
3. A 'Connexions' letter will set out possible dates for work experience placements, to the identified schools and the number of possible placements. A spreadsheet will be compiled on the Volunteer Matrix.
4. The Office Administrator (Mrs. Helen Stavers) will handle letters containing information e.g. names, addresses, telephone numbers, qualifications, dates and reasons for requesting work experience placements. Letters will be received from 'Connexions' with the 'Personal Placement Form' pupils obtain from their schools.
5. The Office Administrator will check the information provided. If school is able to accommodate a pupil the Office Administrator will identify the classroom/teacher for student placement. The Office Administrator will contact relevant school staff.
6. If the young person is successful an email will be sent to the pupil to confirm the placement. If the school is unable to accommodate a pupil the Office Administrator will send out a letter informing the pupil.
7. The Office Administrator will enter the information of the prospective students to the Matrix and add appropriate information in the office diary.

8. The young person will be advised to visit the school prior to commencing the work experience placement.

### **Procedures**

- The young person on work experience will be expected to report to the Office Administrator on the first morning and participate in the induction process.
- The class teacher will be the young person's principal point of contact and the young person will be under his/her direction. The school has a number of policies that the young person will be expected to adhere to in particular child protection (safeguarding), health and safety, behaviour management and teaching and learning which the young person will adhere to under the guidance of the class teacher.
- The young person will be informed of the importance of confidentiality.
- A photograph of the young person will be displayed on the staff Board for the duration of their time at Sunningdale. The Young person will complete a volunteer placement form which will be filed in the temporary person information sheet in the school office.
- Students are expected to conform to the 'no smoking' guidelines within the school's health and safety policy and to dress according to the school's dress code.
- The young person will be advised of the necessity to inform the school office by 8.40a.m if for any reason they are unable to attend school on that day

### **Child Protection:**

The welfare of our children is paramount. In order to ensure the safety of our pupils at all times work experience students must undertake an induction highlighting the safeguarding and health and safety procedures within school. All volunteers have the responsibility to report any concern that they may have regarding child protection to the class teacher in the first instance and then information should be passed to the designated/deputy named person (HT/AHT's).