



**SWANWICK
HALL
SCHOOL**

YEAR 10 WORK EXPERIENCE

Monday 11th to Friday 15th July 2022

Information / FAQs for Parents/Carers



What Is the Procedure for Work Experience?

After the student has agreed the placement with the employer, they should fill in the Work Experience Yellow Form once they have checked it against the Work Experience Checklist Document.

The details on the yellow form are checked and confirmed via a telephone call by the school's Year 10 Work Experience Co-ordinator, Mrs Hollingsworth, with each employer and is entered into Derbyshire County Councils database, a Health and Safety check is then requested. If the employer requires a pre-visit from the student this can be arranged and relayed back to the student. Once the placement has been checked by Derbyshire County Council, a consent form is sent to every parent / carer and every employer; when these are signed and returned, the placement is approved. A final confirmation letter is sent before the work experience week.

We ask that students contact their employer directly to find out:

- Details of first day, who and where to report to on arrival.
- Start and end times of the working day.
- Dress code.
- Lunch time arrangements.
- Health and Safety induction.
- Outline any health concerns the employer may need to be aware of.
- Any other requirements.

During each work experience placement, contact will be made with employers by a member of staff and students will be expected to complete a journal. To help with future work experience we also ask each student and employer to complete feedback on any successes or areas for improvement.

Throughout the process of work experience the students are updated on a regular basis via their tutors, they are given relevant information during PSHE lessons, and can access the school website or speak to Mrs Hollingsworth with any questions or concerns.



Please find below some questions and answers regarding Work Experience

What steps does the school take to ensure the safety of my son or daughter while they are on work experience?

The safety of your child is paramount. The following systems are in place to safeguard their interests.

All proposed work experience placements are inspected and health and safety approved by Derbyshire County Council before any student is allowed to go on work experience. The placements are also monitored regularly to ensure that they remain a safe environment for students on work experience

When your child first arrives at the work experience placement, they will have a formal induction with the company. This is to make sure they understand some basic workplace rules and know how to keep themselves safe while they are on the employer's premises.

For the time they are on the work experience placement, your child will be given a named supervisor who will have responsibility for looking after them. The supervisor will ensure your child conducts themselves in a way which will help them to stay safe in the workplace.

A teacher from Swanwick Hall School will also, whenever possible, visit them in the work place to see how they are getting on.

Can you guarantee that my son or daughter will be able to go to the work placement of their choice?

Swanwick Hall School and Derbyshire County Council will do everything possible to ensure that they can go to the work placement of their choice, but this is not always possible. The main reasons why a placement choice is denied are:

The placement does not meet the required health and safety standard to take a student on work experience.

The work experience request has been returned to the school too late for them to request a health and safety approval visit from Derbyshire County Council.

The employer does not have Employer Liability Insurance.

The proposed placement is in an occupation which is forbidden for pre-16 work experience.

The work placement has already been booked by another school for the particular weeks your child wants to go there on work experience.



Can my son or daughter find their own placement?

Swanwick Hall School is happy for students to find their own work experience placements. However the placement will need to be vetted by Derbyshire County Council to ensure that it meets the required health and safety standard to safeguard your child's safety.

Does my child have to find a work placement within Derbyshire?

No. However, placements outside Derbyshire will incur a charge due to the extra administration that Derbyshire County Council has to use to ensure the placement is health and safety approved by the relevant local authority which parents will be asked to pay. These charges will vary as each Local Authority will have their own individual charges for this service.

Requesting an out of county placement for your child is a lottery. All areas work under the same pressures to get considerable numbers of students out on work experience each year. All organisations give priority to students from their own county and often requests which do not come from their own county's students are refused.

Can my child do a work placement abroad?

No. The local authority (LA) policy forbids any student to do work experience abroad. Any request for an overseas placement received by Derbyshire County Council will be automatically denied.

Can my child do a placement in our family run business?

Most schools do not allow their students to work in companies that are owned by parents or close family relatives. This is because it is important that your child has the opportunity to have experience of being in a different environment and meeting new people. If they are working with family members this may limit their opportunities. Swanwick Hall School **does** allow a work placement in a family run business, but Derbyshire County Council will **not** consider approving it unless there is current Employer Liability Insurance in place which also covers the student for the time they would be on the placement.



The work placement that my child wants to go on will only take them during the school holidays. Can this be arranged?

No. Swanwick Hall School will only allow your child to go on work experience during school time. If they go on a placement during school holidays:

This cannot be classed as school work experience.

This is a private arrangement and is entirely at your own discretion. The school will accept no legal responsibility for your child on this work placement during school holidays.

You will need to ensure that the employer has the relevant insurances in place to cover your child during their time on the premises.

This will be classed as part-time employment and you will need to ensure that there is a work permit to cover the period of time your child is on the work placement. Work permits are available from the local authority's Education Welfare Officer.

What happens if the employer can only offer different dates?

Unfortunately, all work experience must take place in the given week.

If Derbyshire County Council will not approve the work placement my child wants, can we send them to the employer anyway?

No. Swanwick Hall School will only use work placements which have been approved by Derbyshire County Council and will not allow any student to use placements which are not approved.

We are not happy with the choice of work placement the school is offering. Can we send our child to a placement of our choice and just send in a holiday form to school for this period?

Schools are not encouraged by the Local Authority to accept holiday forms for students during the school's designated work experience weeks. Such absences from school would be deemed to be an unauthorised absence and the school's normal procedures for dealing with such absences would apply.

What if my son or daughter has a problem while they are on work experience?

If your child has a problem while they are on work experience, the work experience coordinator should be contacted as soon as possible. If necessary the school will inform Derbyshire County Council if it is a matter that needs to be taken up with the employer.

What can I do if my child experiences problems or I am unhappy with the conditions on the work placement?

If you have any concerns about your son or daughter's work experience contact the school's work experience coordinator who will try to address your concerns. If necessary, they will contact Derbyshire County Council for further investigation.

What should I do if my child is ill and has to miss time at their work placement?

If your son or daughter is not well enough to go to their work placement, you should telephone school as well as the employer.



Where can I get more information?

For more information, please contact the school's Work Experience Coordinator, Mrs Hollingsworth, on 01773 602106 extension 1032 or email andrea.hollingsworth@swanwickhall.ttct.co.uk. Information is also available on the school website under Curriculum / Careers / Work Experience.

Mrs Watson, Progress and Achievement Manager, or Mr Warren, Progress and Achievement Leader will also be able to answer any questions.

