



THE ECCLESBOURNE SCHOOL

'Learning Together For The Future'

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Dear Parent/Carers,

Yr 10 WORK EXPERIENCE WEEK – Monday 3rd July – Friday 7th July 2023

It is widely accepted that good careers guidance is crucial to raising the aspirations of young people and provides an excellent opportunity to develop important employability skills. That is why, as part of the CEIAG provision at Ecclesbourne School all Year 10 students are given the opportunity to participate in a week of work experience.

Health & Safety

Government legislation includes specific requirements about young people under the age of sixteen in the workplace. In order to conform to this legislation all placements need to be inspected **by Derbyshire County Council (DCC)** for Health and Safety, insurance and safeguarding purposes.

The safety of all our young people is paramount, therefore the school cannot allow any placement to take place unless the DCC have conducted and approved the setting. Parents/Carers will be informed if any placement is found to be inappropriate, so that an alternative work experience placement can be found. We ask for your co-operation and understanding regarding this very important area of work experience.

Database

A website managed by DCC lists a huge range of work experience opportunities in the Derbyshire area. This should be the students' first stop in finding a placement. Information and guidance on how to use the database will be given to students in school. They will be given time to research organisations and job roles. A job description and risk assessment, together with an agreement produced from the DCC's database, will be available in due course. The importance of safety will be stressed, with lessons on Health and Safety being delivered by form tutors prior to the placement week.

If you would like to look at the database with your child the logon details are:

<https://derbyshire.work-experience.co.uk> Username: ecclesbourne Password: 10dizzyducks

The database is just the starting point of the application process - from the database students will find out contact details and from there they will have to apply to the employer directly, to see if a placement is available. **It is the students' responsibility to try to find their own placement.** If your son/daughter wishes to go to a workplace which is not on the database then it is still possible for them to do that; students must complete the green work experience form and submit to Mrs Parker, Careers. A request will be generated to the council that they inspect the workplace and give it clearance. This process can take several weeks, however, so it is vital that this information is passed to us **prior to February 2023 half term**, in order that the checks be undertaken before work experience week.

Costs/location

We anticipate that nearly all of our Year 10 students will undertake a placement within Derbyshire. In exceptional circumstances a student might wish to go to a place of work which is 'out of county'. In such cases a charge of up to £90 plus VAT for Health and Safety inspection plus administrative costs, (unless they are already registered with another local authority), is incurred. This cost must be met by parents/carers, not the school. These placements take much longer to be processed by the DCC, therefore, requests for "out of county" placements received after February half term **will not be permitted**.

Disclosure and Barring Service Checks (formerly CRB)

Students working with children and/or vulnerable adults do not require a check, as per DCC guidelines. If, however, an organisation requests one, please see Mrs Parker who will follow this up on your behalf.

Help

If students experience difficulties in arranging a placement, support and advice is offered within school from form tutors and ourselves, "drop-in" lunchtime sessions will be available and advertised to students in due course. Please encourage students to see us sooner, rather than later, if they are struggling.

Consent

When your son/daughter has secured a placement, we ask them to complete a green form which gives all the details of the placement. This form needs to be signed by a parent/carer. In this way you are giving consent for your child to be out of school during that week and that you approve of the placement.

Conduct

In the interests of legality and the school's reputation in matters of propriety, any student who attempts to consume alcohol, to smoke or to engage in the abuse of other substances will face a full investigation by the school, which could result in serious disciplinary action.

Medical Conditions/Special Educational Needs

If there are any medical condition(s) and or SEN that the school and placement need be aware of in relation to your child's successful completion of a Work Experience placement, please inform us in writing or by using the email addresses below.

Can you help us?

We are always looking to increase the range of placements we offer, therefore if you work in an environment where you feel yourself or your colleagues could accommodate a young person, please get in touch with us using the email addresses below.

Yours sincerely,



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