



THE ECCLESBOURNE SCHOOL

'Learning Together For The Future'

Head Teacher
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Dear Parent/Carers,

Year 10 Work Experience Week – Monday 1st – Friday 5th July 2024

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 our CEIAG provision, all Year 10 students are expected to participate in a week of work experience. This year, it will take place during the above dates.

Health & Safety

The safety of all our young people is paramount, the Derbyshire County Council have, in the past, provided a database of organisations which had been health and safety checked. This is no longer a service they provide. Therefore, not wanting to stop work experience, the school has decided to continue offering work experience, as many other schools do. The Health and Safety Executive's (HSE) guidelines state: Schools and colleges have no responsibility under health and safety law for work experience students. The employer is responsible for workplace health and safety.

We are however asked to check if there are risk assessments in place. Once your child has secured a placement, we will contact the provider to ask if they have a risk assessment and employers' liability insurance. We will also ask if the person working with your child will be unsupervised and if the same person will be in frequent contact with your child. If so, the school will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person with the Disclosure and Barring Service (DBS). The outcome of these checks will be communicated to you. The importance of safety will be stressed to students, with lessons on Health and Safety being delivered by form tutors prior to the placement week.

Finding Placements

From the huge range of work experience places on the DCC database, where possible we have contacted local organisations to compile a spreadsheet of willing hosts for Ecclesbourne students, which has been emailed to students. Contact details can be obtained and from there students will have to apply to the employer directly, to see if a placement is available.

As there are not hundreds of placements and in order that some "popular" placements are not inundated with applications, form tutors will keep an application log. We will stop further applications once places are filled. Of course, some larger organisations may offer multiple placements, which we will take into account.

With this in mind, we believe it is only fair to operate a "first come, first served" basis for applying for placements, and hope that you will assist us in this decision by supporting your child's early proactive approach to finding a placement.

The spreadsheet, sorted by workplace category, will just be a starting point. Please encourage your son/daughter to apply to other workplaces not listed, if desired.

It is the students' responsibility to try to find their own placement, students then complete the online Year 10 Work Experience Placement Form on Show My Homework. The deadline for completion is **16th February 2024**.

Location

We anticipate most students will undertake a placement within Derbyshire and where possible, a member of staff will visit them during their week. For locations further afield, students will receive a welfare check phone call instead.

Disclosure and Barring Service Checks

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

Help & Information

A launch assembly has taken place for students and there is a work experience booklet with a guide to help them through the process. If students experience difficulties in arranging a placement, support and advice is offered within school from form tutors and the Careers Department, "drop-in" lunchtime sessions will be available and advertised to students. Please encourage students to see us sooner, rather than later, if they are struggling.

Consent

When your son/daughter has secured a placement and completed the online form, a consent document will be produced and sent home which needs to be signed by a parent/carer and returned to us. In this way, you are giving consent for your child to be out of school during that week and confirming 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/vape 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 or Disabilities

If there are any medical condition(s) and or SEND that the school and placement need be aware of in relation to your child's successful completion of a work experience placement, please ensure the relevant section on the consent form is completed. We will work with parents/carers to make sure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so that employers can consider these factors.

Can you help us?

We are always looking to increase the range of placements available, 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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Danielle Parker
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