



Little Heath School
Work-related Learning
and
Work Experience Policy

Revised 21/01/18

This policy was adopted on 15/03/2018

The policy is to be reviewed on 14/03/2020

Signed Chair of governors)

1. Aim

We believe that everyone has a right and should have the opportunity to work including all our learners with a disability. At Little Heath School, work-related learning is a vital part of preparing our students for a meaningful future life. We recognise the value of work experience placements as a key part of this and aim to provide as many varied opportunities for students as possible, appropriate to their needs, ability and interests.

Work-related learning will take several forms within the school

- specific lessons dedicated to the world of work
- internal work taster placements
- external work experience placements

Both internal and external placements will take account of students' personal interests and link closely with the outcomes specified in the student's Education Health Care Plan.

2. Work-related learning within the curriculum

All students will participate in work-related learning as a key part of the curriculum. In sixth form, this will include lessons in Enterprise as well as vocational-focused lessons in Catering & Hospitality and Horticulture. The curriculum will therefore include tasters of the world of work, offering opportunities for example, to run the school tuck shop, make and sell refreshments to staff and visitors or clean cars.

2.1 Internal work taster placements

Many opportunities to develop work skills are available on the school site itself. We will create work taster placements in specialist areas within the school such as working with the school caretaker, the cook, in the office or with the science technician. These tasters are particularly appropriate to develop the skills of those with the most complex needs who may struggle to sustain a placement off-site even with significant adult support.

2.2. External work experience placements

Work experience is defined as a placement on employer's premises where a young person carries out duties alongside other employees. The school recognises that an external placement offers unique benefits to our young people. All external placements will take place using a supported employment approach where school staff or other adults familiar to the young person will support the young person.

3. Training for employers

The school undertakes to offer appropriate training to employers as part of its ongoing drive to promote the inclusion of young people with learning disabilities.

4. Procedure

1. The heads of key stages 4 and 5, in collaboration with the World of Work co-coordinator will initially set up and maintain a register of students' interests and abilities in order to match them most effectively with available placements.
2. School staff to assess its appropriateness, discuss the nature of the work available and offer training to the employer will initially visit employers offering external work experience.
3. The school will ensure that the employer has appropriate liability insurance.
4. A DBS check is recommended if employer/employees will have regular unsupervised access to students
5. All placements will be risk assessed and comply with the School's Health and Safety Policy.

5.Expectations of the Employer

5.1 Risk assessment

1. Potential employers, in consultation with the school should ensure that appropriate risk assessments are carried out to determine suitable tasks and working situations for students.
2. Students and staff members in attendance must be informed of safe working practices upon induction and appropriate training and protective equipment and clothing must be provided.

5.2 Expectations of the school

1. Staff members attending the placement alongside the student will be familiar with the student's needs and abilities and will attend with the full agreement of the parent/carer. For the purposes of the placement, the staff member in attendance will act "in loco parentis" for the duration of the placement and will not leave them unattended or with another employee at any time unless prior agreement of the school, the employer and the parent/carer is obtained.
2. Staff members to comply with the rules and regulations of the employer.
3. Potential employers will be provided with additional resources where appropriate to support the placement e.g. visual supports, a structured timetable or where appropriate a behaviour plan.
4. The head of the appropriate Key Stage or their lead LSA will act as the named contact for employers who will be provided with their contact details.
5. Where appropriate the school will encourage parents to support the placement.
6. The school will ensure that insurance is in place for staff members travelling in their vehicle with the young person.