



## **Bradford Christian School**

### **Bradford Christian School Work Experience Policy**

**Written October 2017 – Review October 2019**

#### **1.0 Aims:**

- 1.1 At this stage students with the help of their parents should be considering their long-term futures and the calling of God on their lives. The experience of work may help in many ways to increase the pupil's perceptions of work in general, and of particular occupations as well as possibly helping to clarify God's calling on their lives.
- 1.2 Year 10 students will undertake a week of work experience during the Autumn term. Parents will be asked to research a placement for their child over the summer prior to the start of Year 10. School will then liaise with the work experience provider and undertake checks on H&S and insurance.
- 1.3 The placement promotes personal development in a pupil's character including: -
- Growth in self confidence
  - Ability to communicate with a wider range of ages and types of people.
  - Ability to appreciate the nature of the secular work environment.
  - Development of initiative.
- 1.4 It enables students to practice a range of core vocational skills in a working environment.
- 1.5 Enables students to perceive the levels of competence and expectation, which are regarded, as adequate for the demand of work.
- 1.6 Assists students in developing a realistic view of their potential and career prospects.
- 1.7 Ability to co-operate with others in the teamwork that most forms of employment require.
- 1.8 Provides an opportunity to taste the world of work, followed by debriefing and further careers guidance.

#### **2.0 The school will: -**

- 2.1 Have a named person responsible for coordinating work experience this involves sending and collating Health and Safety forms on arranged placements and ensuring that paperwork is signed and agreed by all parties. At Bradford Christian School this person is Mr Mark Prothero.
- 2.2 Ensure that students and parents are fully involved in the process by them locating and arranging a placement. In the unlikely event that a placement is clearly unsuitable, a decision will be made between the school and the parents as to the course of action to follow. Either for the placement to continue with increased input and liaison from the school or for the placement to be terminated and an alternative found where possible.
- 2.3 Encourage student input into the experience through preparation of a C.V. to be sent to the placement provider and interactive discussion sessions aimed at raising awareness of the work place.
- 2.4 Prepare students for their placement. There will be brief sessions prior to initial interviews for the placements, to give students advice on what to expect and how to conduct themselves In some cases students may be asked to provide a C.V, or brief paragraph stating their interests in, and abilities in a particular area.

2.5 A session solely covering Health and Safety to ensure that students are fully aware of their responsibilities in this area.

2.6 Contact the student and placement provider during the placement.

2.7 Provide an opportunity for the student to be debriefed after the placement. Students will be expected to keep a diary of their experiences, and the debriefing will take place on their return to school. Students will also be required to write a letter of thanks to the employer for the time they have spent with them.

**3.0 The placement provider will: -**

- Adhere to the relevant legislation guidelines.
- Allow students to make a preliminary visit.
- Have a planned induction programme which covers health and safety and conditions of work.
- Through the students, supply the parents with information about risks to health and safety and measures taken to prevent or control them.
- Discuss and review the student's learning objectives.
- Provide the student with a mentor.
- Provide a worthwhile and relevant experience.
- Supervise the student at all times.
- Provide written feedback to the student and teachers.
- Seek feedback on the quality of the placement.