

# TIBSHELF COMMUNITY SCHOOL

## Y10 Work experience – FAQ for Parents



This booklet contains information about Y10 work experience and aims to answer frequently asked questions about the process.

### What steps do the school take to ensure the safety of my child whilst on their placement?

The safety of your child is paramount. The following systems are in place to ensure each student remains safe and has a positive experience of the world of work.

- All proposed work experience placements are inspected, and health and safety approved by an external company called Safety Measures. These checks must be completed before any student is allowed to go on a work experience placement.
- 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 whilst they are on the employer's premises.
- For the duration of the work experience placement, your child will be given a named supervisor who will look after them. The supervisor will ensure your child behaves themselves in a way which will help them to stay safe and gain a positive experience of the workplace.
- A teacher from school will contact the student and the employer whilst on placement to see how they are getting on.
- Additional support and guidance will be provided to students where necessary to ensure that they find the most suitable placement and gain the most positive experience.

### Can you guarantee that my child will be able to go on the placement of their choice?



No. The school will do everything possible to ensure that students are able to attend the placement of their choice, however this is not always possible. The main reasons why a placement choice may be declined are:

- the placement does not meet the health and safety standards to take a student on work experience.
- the work placement request has been returned to the school too late for the relevant checks to be completed.
- the employer does not have Employers' Liability Insurance.
- the proposed placement is in a job which is not suitable for pre-16 work experience.
- the work placement has already been allocated to another student.
- the placement is outside Derbyshire, Nottinghamshire, Lincolnshire, or South Yorkshire.

Students from other local schools may also be looking for work experience placements at the same time as our students. Organisations often give priority to students from their own county and usually work on a first come first served basis. It is important to apply for placements early to increase the chance of being accepted.

### Can my child find their own placement?

Yes. Students are responsible for finding their own placement. Ideally, placements will be found using the list of approved work experience placements on the Safety Measures Database. However, placements not on the database can also be suitable but they will still need to be approved and health and safety checked. **This can take a minimum of 6 weeks**, so it is important that placements are found well before the deadline. Additional support will be provided to students if required.

### Does the placement have to be in Derbyshire?

No. Placements within Derbyshire, Nottinghamshire, Lincolnshire and South Yorkshire can be checked. Placements outside of these areas may incur an additional charge to be paid by parents/ carers. Overseas placements are not permitted.

### Can my child go on a placement with a family friend who works on their own?

Before they can go on any placement, the DCC must check that the employer has Employers' Liability Insurance. If they work on their own, they will also need to be checked by the Criminal Records Bureau (CRB) before the placement can be approved.

### The placement my child wants to go to can only take them on during the summer holidays, can this be arranged?

No. The school will only allow your child to go on work experience during designated week within school time. If they go on a placement during the school holidays:

- this cannot be classed as school, work experience.
- this is a private arrangement and is entirely at parents/carers own discretion. The school cannot accept legal responsibility for your child on this work placement during school holidays.



### **If the placement is not approved, can my child go anyway?**

No. The school will only allow work placements which have passed all relevant health and safety checks. This is to ensure the safety and wellbeing of our students.

### **What if my child has a problem whilst on work experience?**

If your child has a problem whilst on work experience, they should initially speak with their supervisor who may be able to resolve this. Alternatively, the student should contact the school by emailing their Head of Year or [workexperience@tibshelf.derbyshire.sch.uk](mailto:workexperience@tibshelf.derbyshire.sch.uk). We will then work with the student to resolve any issues.

### **What should my child do if they are ill and cannot go to the placement?**

If your child is ill and cannot go to their placement, they must contact both the school and the employer to make them aware.

### **How do I find out more information?**

Further information can be found on our school website <https://tibshelf.derbyshire.sch.uk/> where you can find all of the key documents which relate to work experience this year.

Should you have any general enquires relating to work experience please email [workexperience@tibshelf.derbyshire.sch.uk](mailto:workexperience@tibshelf.derbyshire.sch.uk)