

<h1 style="margin: 0;">Work Placement Policy</h1>

1.	Aims of Work Placement
2.	Work Placement Providers
3.	Work Placement Process
4.	Amendments for COVID-19
5.	Ongoing monitoring and QA

Person Responsible for Policy _____ Assistant Headteacher
 Date Policy Written _____ October 2020

Date Approved by SLT _____ December 2020

Date to Review _____ October 2022

Version	Date	Status & changes	Author
1	01/10/2020	Approved	Geoff Dixon

Signed by

_____ **Chair of governors**

Date:

_____ **Headteacher**

Date:

Work Placement Policy and Process

Aims of Work Placement

Extended work placement opportunities are an integral part of the student experience at Stephenson Studio School.

Work placement recognises that Studio School students will not always be the most able academically, and attempts to create an environment where students can gain vital employability skills in genuine workplace conditions.

Keys skills to be developed include;

- The establishment of routines
- Working with adults who are not teachers or family members
- Teamworking
- Problem solving
- Working under own initiative

Work Placement Providers

The school works with a number of placement providers, from a variety of business backgrounds, and where possible, tries to place students in organisations that are used to working with and looking after young people, either through having a background of offering work placements, providing apprenticeships or having young people as their principal activity (ie schools, nurseries or playgroups). Many providers are the same businesses that support Stephenson College in their work placement or apprenticeship provision.

Work Placement Process

The school aims to secure work placement for every student in Year 10 commencing immediately after October half term and continuing until October half term in Year 11.

During transition week, induction and in the seven weeks leading to half term, students are given opportunities to consider work placements from the following:

- Existing providers that we already work with
- New providers that they identify (often with help from parents)
- Working with family members

Wherever possible, students are placed in a provider that they want to work in and that is connected to their vocational study programme and / or their future career aims.

The work placement coordinator will make initial contact (usually face to face) with the intended work placement provider to ensure they understand what the aims of the programme are and to run their responsibilities. See letter in Appendix 1

The work placement coordinator will complete the Health and Safety Profile (see Appendix 2) which will be countersigned by the college Health and Safety Manager.

The work placement coordinator will go through and leave a copy of the LCC Safeguarding Children in Education leaflet (Appendix 3) and ensure they have the appropriate contact details.

Amendments for Covid 19

The Work Placement Coordinator will check that the provider is Covid Compliant either by applying general government criteria or where an industry-specific protocol exists, ensuring that the provider complies with that protocol.

All students are given a letter detailing their placement to parents (Appendix 4) and are subject to a personal introduction to their placement provider prior to placement commencing and any issues or concerns (including travel and logistics) are discussed and addressed.

Ongoing Monitoring and QA

The work placement coordinator (or nominated deputy) will call every work placement provider between 9am and 10am on Thursday morning.

The purpose of the call is to establish that the student is where they are supposed to be, but is also an opportunity to talk to the provider about the progress that the student is making, ask about any concerns regarding performance, but crucially it is an opportunity for the provider the voice any other concerns that they may have.

Where there are any concerns raised, a conversation will take place with the student and the work placement provider and if necessary, the student will be removed from that environment.

In addition to the weekly phone calls, the following monitoring activities are in place;

- Feedback from providers via online survey mechanisms
- Feedback from students via student voice
- Ad Hoc visits to providers (see Appendix 5)

Geoff Dixon

Assistant Headteacher

Work Placement Monitoring Visit

Name of Student _____

Work Placement Provider _____

Visited By _____

Date of Visit _____

Member of Provider Team _____

Was the student present? YES / NO

What was the student doing when you arrived?

Do you have any concerns relating to Health and Safety or Safeguarding in what the student was doing? NO / YES

If 'Yes' give details

Give details of any feedback that the provider has on the student

--

According to the work placement provider, how has the student improved in the following areas (give a score between 1 and 10 where 10 is excellent):

	At the Start	Now
Time-keeping / Punctuality / Attendance		
Presentation / Personal Appearance		
Ability to understand and follow instructions		
The level to which they get on with other colleagues		
Ability to use and work under their own initiative		
General overall progress in the role		