

## Ewanrigg Junior School

# Work Placement Procedure

### 1. Procedure

1.1 Ewanrigg Junior School recognises the importance of providing work experience placements within its employing departments. Such provision enables work experience placements to recognise, develop and apply their skills for enterprise and employability.

1.2 Ewanrigg Junior School also accepts its responsibility as a large local employer to provide an effective employment bridge to students and adults on development programmes, to relate their own abilities, attributes and achievements to career intentions.

### 2. Purpose

2.1 This procedure is to ensure that work experience placements are handled in a fair, prompt, effective and consistent manner.

### 3. Definition

3.1 Work experience may be defined as: "A placement on the employer's premises in which people can carry out a particular task or duty, or a range of tasks or duties, more or less, as would an employee, but with the emphasis on the learning aspects of the experience".

### 4. Principles

4.1 This procedure has been designed to respond to Work Experience initiatives whether structured, e.g. NVQ, local colleges and YMCA, or individual.

4.2 To ensure all work areas within Ewanrigg Junior School participate equally and fairly in the provision of work experience placements.

4.3 That each placement will be covered by a risk assessed job description and managed to the same standard as if they were employees.

4.4 A working record of each placement will be kept to ensure that all appropriate health and safety and diversity requirements were adopted.

4.5 Ewanrigg Junior School works in partnership with other local schools, colleges and institutes to provide work placements for students and adults. This procedure outlines the process to be followed when placing people for work experience placements.

### 5. Scope

5.1 The procedure applies to all Ewanrigg Junior School working areas .

### 6. General Responsibilities

6.1 It is the responsibility of the Headteacher, Yvonne Craig, to ensure that both Lower and Upper School identifies at least one work experience placement. Exemptions can only be made on health and safety grounds and by agreement with school Human Resources procedures (HR).

6.2 Each identified work experience opportunity will have a job description that will broadly describe the expected duties.

6.3 Each Job Description will be risk assessed to remove any identified risks. Risk that cannot be removed must be minimised and the placement formally advised. Records should be kept of all risk assessments. Copies of each risk assessed and job description will be kept by Assistant Head, Eileen Jenkinson in the Work Placement Place.

**NB Where the placement is below compulsory school leaving age Ewanrigg Junior School must provide risk assessment information to the Placement's Parents/Guardians before the work experience commences.**

6.4 The Departmental Manager responsible will instruct all managers to act in accordance with this policy/procedure.