



School Work Experience Programme

Information for Providers

Programme Administration

gateway

Programme Administration

Thank you for agreeing to take part in your local school's work experience programme and providing us with information about your organisation and the placement you are offering.

What Next?

A Work Experience Officer may previously have visited you to go over insurance, health and safety issues, or may do so in the near future.

Teachers, pupils and their parents (or carers) can access placement information in an online placement booking system called WorkIT. Pupils are encouraged to choose placements that relate to their career ideas or may help them to explore different career options. Their teacher will help them in this process and allocate them a suitable placement.

The school will write to pupils' parents and secure their permission for the placement to go ahead.

A few weeks before the placement you should receive a letter from the school giving you basic information about the pupil who will be coming to your organisation. If you have asked that the pupil contact you directly they will do so.

Please bear in mind that there will be occasions where your placement may not be taken up in which case you will not receive any communication from the school. However, the placement information you have provided will still play an important part in helping pupils making their future career choices.

Sometimes pupils may be looking for a placement that isn't available through WorkIT. You may therefore be approached directly by a pupil or teacher looking for such placement. If you agree to this request, we will check our records in case the documentation and any health and safety checks have already been completed, but if not we will arrange to do this as quickly as possible. If you have previously agreed to participate, unless you tell us otherwise, we will assume that this is an additional placement. The order of events and the paperwork may also vary.

The Paperwork

You will have received or will shortly receive the following:

- a. The **Letter of Understanding** that came with the Placement Details form
- b. The **Timetable of Agreed Placements** – this lists the dates and schools and the number of placements offered for each
- c. The **Placement Summary** – this provides details about the placement as agreed with you, and which is also copied to the pupils and their parents
- d. A **Pupil Assessment form** – which we would ask you to complete at the end of the placement.

Guidelines for Safeguarding Young People on Work Placement

Most young people taking part in their school's work experience programme are aged 14 to 17. A young person is anyone younger than 18 years of age.

Due to their age, lack of experience and maturity pupils may be less aware than adults of potential risks in the workplace and typical working practice.

It is therefore particularly important that you are aware of your responsibilities towards them. During their placement you will be responsible for both their social and physical wellbeing.

These guidelines will help both you and the pupil to have a safe, positive and enjoyable work placement.

Working Environment

Providers have an obligation to provide a safe working environment for their staff and work experience pupils and a responsibility to protect pupils.

We recommend that, where possible, you or your staff avoid being on your own with the young person in an isolated or

closed environment. Where this is unavoidable you should make sure that you have one of the following safeguards:

- the written consent of the pupil's parent or carer (the school will arrange this); or
- a valid PVG (Protection of Vulnerable Groups) Certificate for the member of staff concerned.

Supervision

The placement supervisor should be competent in their work role, mature in their attitudes and able to establish a good working relationship with young people.

Physical Contact

Physical contact with the young person may sometimes be unavoidable, for example, when showing them how to operate machinery or equipment, but we recommend that you keep this to a minimum whenever possible.

Behaviour

Although it is important to reassure a young person who may be nervous in a new placement and need your support you should avoid being over familiar. Don't allow inappropriate behaviour that may cause embarrassment or concern.

Contact with other children

Pupils are not allowed to work unsupervised with other children under the age of 16. Even when they are supervised there may be some activities that the pupil cannot take part in. We will provide you with more detailed information where appropriate.

Disclosure of personal information

Occasionally young people may relate personal confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to the placement supervisor or organiser. They will alert the school's work experience co-ordinator or head teacher.

Induction

The purpose of the Induction is to help the pupil to settle into the placement as quickly as possible and to be aware of the health and safety requirements and provisions. It should be carried out at the beginning of the placement and completed on the first day.

The Induction should cover the following:

General Information

- Introduction to Manager/Supervisor/Colleagues
- Location of Department/Work Area
- Hours of Work and Lunch Breaks
- Job Description and Department Information
- Refreshment Facilities
- Transport
- Use of Company Facilities
- Reporting any sickness/absence.

Health and Safety

- Safe Working Practices and Procedures/Health and Safety Training
- Excluded Areas/Materials/Activities
- Fire Protection and Drills (Fire exits; positions of extinguishers; fire alarm positions)
- First Aid/Accident Procedure (First Aid persons; Rest Room facilities)
- Emergency Procedures
- Personal Protective Equipment/Clothing
- Security Arrangements.

Contacts

At School

Once you receive confirmation from the school of the pupil coming to your organisation, or if any other issues arise while the pupil is with you, please contact the school directly – the details will be on the letter.

Gateway Work Experience Services

We are here to help you provide a good work experience placement, in a safe and secure environment. Please contact us if you have any complaints or suggestions, need any further information or if any of the details about the placement have changed.

Work Experience Services

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The logo for Gateway, featuring the word "Gateway" in a white, serif font with a stylized lowercase 'g'.

**Thank you for your kind
assistance and support.**