



King's Norton Boys' School

HUMANI SEMPER CONTENDIMUS

Work Experience

Information for Students and Parents

At King's Norton Boys' School we believe that work experience is an important learning experience for our students. This programme has an important role in developing a student's personal and social skills and gives them opportunities to learn directly about the world of work. It will also help your son's self-confidence and will give them a chance to improve important life skills.

All students are encouraged to find their own work experience placement but the interest, support and encouragement from you, before, during and after the placement is crucial. Exciting opportunities often come from valuable friends or family contacts.

Health & Safety

- All companies (Employers) participating in work experience will undergo a 'Health & Safety Inspection' this is carried out by an outside organization called 'Avon Education Services LTD', which is paid for by the school.
- These checks ensure that employers have the correct level of 'Employer Liability Insurance'. If a proposed placement does not have this insurance, it will not be authorised. (This insurance does not cover students on their journey to and from their placement.
- Risk assessment for the placement will also be investigated during these checks and hazards and controls are recorded.
- Students must understand that they have responsibilities for their own health and safety and that of others during their placement. They must follow all health and safety instructions and use the protective equipment and clothing they may be required to use or wear.
- Parents must provide the employer and the school with any information on the student's medical and special needs that may be relevant to their safety and that of others on the visit and state that they are happy with the travel, visit supervision and lunch arrangements. It is essential that we have the most up to date contact details for you in case of illness or accident. This will assure that all steps have been taken to safeguard our students.

Data Protection Act 1998

Parents must provide any other information that would be relevant about the student e.g. any involvement with the youth offending team or criminal record. To enable us to process a placement for students parents must agree for this data to be shared with the placement provider.