

Riverside School Work Experience Policy

Purpose Riverside School is committed to providing all students with high-quality work experience opportunities that enhance their learning, employability skills, and personal development. This policy ensures that work experience placements are safe, meaningful, and tailored to the individual needs of each student, and were deemed appropriate.

Scope This policy applies to all Riverside School students participating in work experience programs, including those with additional educational, social, or physical needs.

Principles - Inclusivity: All students, regardless of ability or background, have the right to access work experience opportunities.

Individual Needs: Placements will be adapted to suit the specific needs of each student, including physical accessibility, learning support, or pastoral care.

Safety and Wellbeing: All places will meet statutory health and safety standards, and students' welfare will be a primary consideration.

Relevance: Work experience placements will aim to align with students' interests, skills, and career aspirations.

Roles and Responsibilities - School: Identify suitable placement opportunities.

Conduct risk assessments and ensure safeguarding measures are in place.

Provide guidance and support to students before, during, and after placement.

Liaise with parents/carers and employers to meet students' individual needs.

Students: Act professionally, responsibly, and follow employer guidance.

Communicate with any specific needs or concerns to school staff in advance.

Employers: Provide a safe and supportive working environment.

Be aware of and accommodate students' individual needs.

Offer meaningful tasks that contribute to students' learning and development.

Procedure 1. Preparation:

Students complete a skills and interests' assessment.

School staff identify appropriate placements and match students to opportunities.

2. Assessment of Individual Needs: Meetings with students, parents/carers, and support staff to identify any adjustments required.

Risk assessments are conducted to ensure placement is suitable.

3. Placement: - Students attend work experience as agreed with school and employer. Ongoing monitoring by school staff to ensure student wellbeing and progress.

4. Evaluation: Students reflect on their experience and complete feedback forms.

School and employer review placement effectiveness, considering the student's individual outcomes.

Special Considerations - Accessibility: Ensure placements are accessible for students with physical disabilities.

Support Needs: Provide additional support for students with learning difficulties, behavioral challenges, or medical needs.

Flexible Arrangements: Consider modified hours, alternative duties, or remote/virtual placements where appropriate.

Monitoring and Review This policy will be reviewed annually by the leadership team to ensure it remains effective, inclusive, and aligned with statutory requirements.