



Kent Health Needs Education Service

Work Experience Policy

Context

Kent Health Needs Education Service provides pupils with wide-ranging health needs access to education, on a short-term basis. Ensuring continuity of education, through inclusion and support. This service operates from 1 residential unit (Oakfields) and from 5 hubs. Advice and guidance is provided to services on working with pupils with mental health and physical health needs. Pupils are supported with their education in one of the specialist hubs either full or part time. These are short term placements and are provided as part of a supported reintegration programme. Access to the E-learning platform and tuition in the service setting is also possible. The service accepts referrals for primary and secondary pupils.

The service provides a number of interventions including education in core subjects via one of the hubs, home tuition and outreach support (to re-engage with mainstream education). Education is also provided to pupils who have been admitted to inpatient services, via Oakfields Education Unit.

Introduction

The scope of this policy is limited to work experience placements that are undertaken during the school term and regular school hours. KHNES accepts no responsibility for work experience placements that are undertaken by private arrangement, outside of school hours, and not agreed as per the following guidance.

Whilst it is not the policy of KHNES to routinely offer work experience to all pupils accessing the service (due to short-term placements and dual roll status), we recognise our responsibility to meet the individual needs of our pupils on a case-by-case basis.

The provision of work experience is also compliant with Gatsby Benchmarks 5 and 6:

5. Encounters with employees and employers
6. Experiences of workplaces.

Following initial consultations and thorough exploration of all available support and provision, a work experience placement may be deemed the most appropriate means by which a young person can develop the necessary skills to progress into further education, employment or training.

In the event that a decision is made to pursue a suitable work placement, this will be undertaken in close collaboration with pupils, parents, mainstream schools and other relevant agencies. Kent Health Needs Education Service will facilitate and liaise with all parties concerned.

Staffing

A member of the Senior Leadership Team has overall responsibility for careers education, information, advice and guidance. The Kent Health Needs Education Service careers leader in 2019-20 is James Fewtrell.

The school provides pupils with access to qualified and experienced Careers Advisers (known within the service as Participation & Progression Officers). These staff members will be key points of contact for pupils, parents, employers, Invicta Safety, and relevant staff from dual rolled schools.

Pupils are supported, if required, to attend meetings/visits with employers by KHNES staff.

KHNES are unable to provide pupils with individual support from staff to attend their placement.

Procedure

- 1) Hub Managers and the Senior Leadership Team liaise with Participation & Progression Officers, and other staff members where appropriate, regarding students who may benefit from a work experience placement. Initial discussion amongst staff members will include:
 - Thoughts on appropriate provision.
 - The specific needs of the individual student.
 - The duration of the placement and suitable dates.
- 2) Participation & Progression Officer will meet with individual students who have been identified as potentially benefiting from a work experience placement. Participation & Progression Officers will provide information, advice and guidance to pupils (which includes exploration of interests, future learning plans and thoughts on possible placements).
- 3) Participation & Progression Officer will support pupils with identifying suitable work experience placements and make contact with employers. Placements could already be known to the student (i.e. through relatives and friends) or could be identified through research of local employers. Support will include writing a letter (and CV, if required) to approach the employers with. KHNES may liaise with the home school regarding the sourcing of a suitable work placement.
- 4) Kent Health Needs Education Service will consider the risk of each individual pupil when seeking a work placement. Considerations should include travel, clothing, smoking, health needs, medication, learning needs and any communication difficulties. Individual health care plans will be referred to in the formulation of risk assessments.

- 5) Once a suitable placement has been identified, the student will visit the employer (with support of staff from KHNES, if required). Discussion will include agreement on dates and times of the placement, suitable clothing/uniform, a named contact for the duration of placement and the tasks the student will be undertaking.
- 6) Dependent upon agreement with the home school:
 - a) KHNES will liaise with Invicta Safety regarding the identified placement and provide necessary details. Invicta Safety will then undertake health and safety checks (to include phone call/visit to the employer and review of relevant documentation such as Employers Liability Insurance). Invicta Safety will provide KHNES with a document evidencing that all necessary checks have been undertaken and whether the placement has been approved. KHNES may invoice the school for any risk assessments they have arranged on behalf of their pupils.

or

 - b) KHNES will request that the pupil's home school undertake a risk assessment (in accordance with the home school's own policy) and advise when the placement has been satisfactorily risk assessed.
- 7) Following a satisfactory risk assessment, final details of the placement will be confirmed with the employer, pupil, parent and relevant members of school/KHNES staff. Parents will be asked to consent to the child's IHCP being shared with the employer.
- 8) During the placement the expectation is on the employer to inform KHNES of any safeguarding issues, lateness or absences as KHNES retains pastoral responsibility for students. KHNES may make contact with pupils/parents directly during their placement to check there are no issues.
- 9) Participation & Progression Officer will meet with a pupil following the completion of a work placement to review the placement, discuss learning outcomes and offer further information, advice and guidance. KHNES will provide feedback to the student and, if appropriate, the pupil will give the employer a formal thank you.

Review

Policy approved by:

Date:

Date to be reviewed:

