



Westcliff High School for Boys

Designated Outstandingly Successful on four occasions (Ofsted)
Headmaster: Mr M A Skelly, M.A.

21 October 2022

Dear Parents,

Year 11 Work Experience Programme 2022/2023

As you will be aware, this is an exceptionally important year for your son as he will be preparing his final GCSE examinations and considering his options Post-16 and beyond.

The School is keen to provide careers guidance and support to pupils and with this in mind, we provide access to a wide variety of information and resources through our Careers Department. In addition, an impartial Careers Adviser from *Connexions* will be available each week for scheduled one-to-one meetings; your son will be advised of his interview slot shortly if he has not already received one.

I would like to request that you and your son consider work placement options for the period following his GCSE examinations. These will take place ideally between Monday 3 July and Friday 21 July 2023, ideally for a one or two-week period, although shorter placements are also acceptable. Pupils should be mindful that WHSB Sixth Form Induction Days are Thursday 29 and Friday 30 June 2023.

Appropriate Forms of Work Experience

If you and your son wish to arrange your own work placement, that is ideal and strongly recommended. Virtual work experience through organisations such as *Springpod* are a fantastic alternative to in-person placements enabling connection with world-leading organisations. *Take Your Son to Work Day* is another alternative that has proved to be very successful lower down the School. As always, the School is happy to advise upon work placement information, advice and guidance for all its pupils.

Safeguarding

We ask that parents / carers are aware of the following:

- For pupils aged 16 and above, an enhanced Disclosure and Barring Service (DBS) check with barred list information cannot be requested from an employer. Therefore, we need to draw your attention to the fact that your son may well be working with someone who has not been DBS checked;
- For pupils aged 16 and above, a DBS check of the pupil themselves may be required e.g. for work experience in a 'specified place' that gives the opportunity for contact with children such as within a school or college;
- Children's barred list checks via the DBS might be required on some individuals who supervise a child under the age of 16 on a work experience placement (this cost is met by the employer) i.e. when the person providing the teaching / training / instruction / supervision to the child on work experience will be unsupervised themselves and the same person is providing the teaching / training / instruction frequently (more than three days in a 30-day period). If so, the employer providing the work experience could be asked to ensure that the person providing the instruction or training is not a barred person.

The School will be using *Unifrog* (a web-based software) to manage work experience arrangements and at the employer information stage of the process the following questions are asked. You will see their answers at the parent / carer stage of the process:

- Is the pupil ever likely to be with only one adult, without another adult present? It is best practice to avoid this ever happening. If you think that this is unavoidable, we will show this to the parent and school co-ordinator so that they can take it into consideration when giving their agreement.

- Can you ensure that the relevant adult(s) is / are not barred from working with children? This normally means via an up-to-date security check, for example the UK's enhanced DBS check including the children's barred list.

The employer is also asked to confirm that their organisation will follow the *Unifrog* safeguarding guidelines (these can be found at the end of the letter). If you are in any doubt as to your child's safety and welfare, please do not approve the in-person placement and opt for virtual work experience or a *Take Your Son to Work Day* instead.

Next steps

1. We will ask for an indication as to whether pupils have opted for an in-person placement, virtual work experience or *Take Your Son to Work Day* during the Form Period on Wednesday 2 November.
2. Pupils, with your help, will then need to approach employers if the chosen work experience option is an in-person or virtual work experience placement.
3. Once pupils have confirmed with an employer (ideally this will be in writing) that they can host their placement, pupils should complete the Student Section of the Placement Tool on *Unifrog*. Pupils must only complete the Placement Tool on *Unifrog* once they have confirmed the placement with an employer. *Unifrog* must be used to manage an in-person placement, virtual work experience and *Take Your Son to Work Day*. The deadline for completing this section is **Friday 16 December**.
4. Once pupils have completed their section of *Unifrog*, an email is sent to the employer to gather some further information about them.
5. Parents / carers will then receive an email from *Unifrog* with all the information about the placement once the employer has completed and submitted their information.
6. Once the parent / carer has approved the placement an email will then be sent to the Work Experience Co-ordinator, Mr Atkinson who will give final approval to the placement. The entire process should be completed by **Friday 24 February 2023**.

Year 11 pupils will attend an assembly on Wednesday 9 November which will be focused on work experience and include information about the steps that need to be followed to confirm placements. *Unifrog* also provides a short video to explain the process, which you can find by clicking on the following link: [Unifrog Placements tool: FAQs : Unifrog Blog](#)

We hope that your son will take advantage of the opportunity to gain meaningful work experience following their GCSE exams, so that he can develop the skills and knowledge needed to support decisions about his future.

Yours sincerely,

G Fairfax

Miss G Fairfax
Third Deputy Headteacher

Unifrog Safeguarding Guidelines

Confirm you will follow the safeguarding policy

The Employer placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people;

Physical contact should be avoided where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery;

If a student doesn't show up to their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, you must let the School placement coordinator know right away;

If a young person confides to an adult personal information that gives rise to concern for the young person's safety or the safety of others, the adult should:

- Be open to listening and be non-judgemental;
- Not promise to keep anything secret;
- Write down what the young person said in as much detail as they can, and as soon as possible pass on the information to the School placement coordinator.

* Safeguarding Yes, I confirm our organisation will abide by the safeguarding policy