

Work placements that have unique characteristics

Work Experience taking place out of Term Time

There will be occasions when a learner is expected to continue attending a placement during what is traditionally understood and known as 'School Holidays'. When such occasions do take place it is expected that senior managers including the DSP will deal with issues related to the placement during school holidays. The following principles **must** guide the Work Placement Co-ordinator/individuals responsible for managing and organising the placement:

- All existing Code(s) of Practice will apply, whether the placement is in or out of term time and therefore all placement providers must be vetted and approved, all contractual documentation **must** be completed.
- The home learning base/school systems **must** be robust enough to ensure that there is always someone at the end of a phone, to deal with any work-related learning problems during working hours, regardless of whether the call comes from the placement providers, parent(s)/carer(s) or learners regarding an incident/accident, absent learner, learner sickness or missing learner.
- Should a placement provider, parent(s)/carer(s) or learner need to make contact with a member of staff from the home learning base/school/FE college outside normal working hours, a system **must** be in place. Where initial calls are answered via an answering machine, this should clearly indicate an alternative phone number (normally a mobile telephone number). The answering machine should be monitored by home learning base/school staff on a regular basis during the school holidays. The person responsible for out of hours contact **must** be a senior manager within the home learning base/school, who will have emergency contact numbers for relevant staff e.g. premises officers, Work Experience Co-ordinator etc.
- Where the home learning base/school has its own website it **must** create a web page that explains what individuals are to do in case of an accident/incident. This information should be shared with learners and also parent(s)/carer(s).
- The home learning base/school has in place robust systems to ensure that learners are visited and regular contact takes place with the placement provider.

Details of emergency numbers can be found in *Appendix B - Contact details for Child Protection Concerns p.97*

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Below is an aide memoir that summarises the main activities to be completed. The aide memoir does not have to be completed for every learner. A Work Experience Co-ordinator may wish to photocopy the aide memoir and use it when batch placements are organised. If an individual is new to the role of Work Experience Co-ordinator, s/he may wish to use the aide memoir for each placement being organised.

When organising a work experience/extended work placement, has the following been done by the:

Work Experience Co-ordinator

A senior member of staff has been identified to take any phone calls related to work related learning during the school holidays.	<input type="checkbox"/>
A system is in place to deal with work related learning enquiries or emergencies, where initial calls are answered via an answering machine, this should clearly indicate an alternative mobile telephone number, and the answering machine should be monitored by home learning base/school staff on a regular basis during the school holidays.	<input type="checkbox"/>
Details appear on the home learning base/school website regarding what individuals are to do in the case of an accident/incident	<input type="checkbox"/>
Robust systems are in place to ensure that learners and placement providers are contacted regularly by a designated member of staff from the home learning base/school	<input type="checkbox"/>