

## Work Shadowing

Work shadowing involves learners spending time with someone from the world of work. Learners are usually briefed to observe work in progress as an employee carries out his/her role. It has been noted by the DCSF that there are some instances of work shadowing where learners help the worker with some of their work tasks. Learners may also shadow employees as they travel to and from various settings. In such circumstances if the learner is required to complete a task/tasks, then the placement **must not be considered a work shadowing opportunity but rather a work experience placement**. Where it is identified that the learner will be carrying out tasks, the procedures that **must** be followed are those for work experience placements.

A variation on work shadowing is *'take your son/daughter to work day'*. The aim of the day is to enable pupils to better understand the work their parent(s)/carer(s) are employed to do. The key difference between work shadowing and *'take your son/daughter to work day'* is the fact that, it is the parent, rather than a stranger spending time with the learner.

Where a Work Experience Co-ordinator is aware that the home learning base/school runs a work shadowing scheme/arrangement or has in place a *'take your son/daughter to work day'*, the action that is required is broadly the same as work place visits. Consequently, the Work Experience Co-ordinator must consult with the school's Educational Visits Co-ordinator on the following factors:

- compliance with the school and LA visit procedures see Leicester City CYPS – Planning for Safe Trips and Visits Bulletin No.33 or Leicestershire CYPS Code of Practice 11- Educational Visits and Adventurous Activities. See also the document entitled *Appendix C - Risk Assessment Work Related Off-site Learning*, p.99 an outline of the visit, its aims and objectives and emergency contact contingencies;
- transport and routes to and from the workplace;
- length of the visit, including rest and lunch breaks, supervised and un-supervised;
- the size and supervision levels of manageable groups and routes to be taken;
- a health and safety induction or briefing on the premises or sites;
- the parameters of any activities involved and the likelihood of an accident or injury;
- permission from parent(s)/carer(s) – this may be generic for a series of visits;
- the level of Public Liability Insurance is a minimum of £5,000,000 as required by the local authority.

A risk assessment **must** be completed, and it may be necessary for young people with additional needs to be individually risk assessed and a discussion had with their parent(s)/carer(s). Where this is necessary, the home learning base/school **must** put in writing what has been agreed **before** the work shadowing/ *'take your son/daughter to work day'* event.

## Work Shadowing

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 work-related learning opportunity in an alternative environment, has the following been done by the:

### Home learning base/school Tutor/Teacher or Work Experience Co-ordinator

Details of the work shadowing experience are clearly understood and a check has been made regarding whether the learner is expected to complete any tasks	<input type="checkbox"/>
Has it been identified that the learner is to undertake a task or a range of tasks, if so, procedures for work experience must be followed p.74	<input type="checkbox"/>
A risk assessment has been completed	<input type="checkbox"/>
The risk assessment has been reviewed by the Educational Visits Co-ordinator	<input type="checkbox"/>
Consent of the learner's parent(s)/carer(s) has been obtained	<input type="checkbox"/>

### The Educational Visitor Co-ordinator:

The risk assessment has been reviewed and approved	<input type="checkbox"/>
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