

Ringwood School Work Experience FAQs

Thank you for offering work experience. Here are some frequently asked questions to help you with the placement.

What are the benefits of offering Work Experience?

- Building a positive profile for your business
 - Developing relationships with schools and becoming active in the community helps build a positive image for your business and can raise its profile in the local area.
- Provide a much-needed opportunity
 - Young people are looking for a chance to shine in a very challenging environment. By offering a work placement you are giving a young person an experience that could dramatically improve their employability skills.
- It is an opportunity to learn
 - Offering a work placement can also help you. It offers your business an insight from a young person's perspective, for example; on providing feedback on your social media presence and helping your staff gain more from the technology available to them.
- You might spot a potential future employee
 - This is a brilliant way for you to find a new employee or a future apprentice by seeing them shine within your workplace whilst on work experience.

Who do I contact if I have a question or concern during the placement?

Please contact the Careers Team at Ringwood School at careersteam@ringwood.hants.sch.uk or on 01425 475000

What is required from the employer?

Once parents have completed the online agreement form, as long as it is before the set deadline, the placement details are passed onto our Health and Safety company to arrange a visit. This is a short visit and will include asking for your ELI details if appropriate. If you have any questions or concerns regarding this visit please contact Careers Team on careersteam@ringwood.hants.sch.uk

What do I need to speak to the student about on their first day?

- Start and finish times.
- Times and location for break and lunch.
- Evacuation procedures.
- Training on any equipment that the student will be using.
- Introduce them to their supervisor.
- Who to go to in case of a problem.
- What they will be doing (not just watching staff work please!)
- Student and placement expectations and what you both want to gain from the placement.

What should students be doing during their placement?

Work Experience is there to give students a real-life introduction to the world of work. With this in mind, students should not spend the day 'watching staff work' or be left unsupervised for the day.

Students should have a daily catch up with their supervisor on how the placement is going.

Students may:

- Shadow different members of staff.
- Assist staff members in their roles.
- Be given their own tasks (appropriate to age).
- Gain an insight into the field of work.
- Be given opportunities to experience the business and discuss potential career paths.

Best practise for employers.

- Always work with students in an open work area. Avoid meetings in enclosed spaces or 1:1 where possible.
- If a student discloses any information that is concerning, the employer is to contact the School as early as possible and **ask to speak to a member of the Safeguarding Team**. Our phone number is 01425 475000.
- Be mindful of working hours and giving regular breaks.
- Ensure you have emergency contact details of the student. The number to call is Ringwood School 01425 475000.
- In the event that a student does not turn up for work experience and you cannot reach them, Ringwood School should be informed on 01425 475000.
- Please ensure students are well briefed on any confidentiality clauses – they may very innocently share something, for example on social media, they have learned which may be sensitive to the organisation.
- If you want to promote or share information about the work experience student, please ensure you have the relevant permissions from student/parent/school or college.

Are students visited by their teachers during the placement?

We hope that every placement will have a short visit or phone call from a member of staff to ensure you and the student are happy with how the placement is proceeding. Visits will be booked in advance and at a convenient time for the business.

What does the HSE say about Work Experience?

Introducing students to the world of work can help them understand the work environment, choose future careers or prepare for employment.

The effectiveness of the employer's risk management arrangements is what matters. Employers should already be managing the risks in their workplaces and are best placed to assess whether or not they need to do anything additional for a new young person joining them.

An appreciation of risk and how to deal with it can be one of the biggest benefits offered by a placement. We need young people (those under 18) to be offered opportunities to develop new skills and gain experience across the world of work.

More information can be found at: www.hse.gov.uk/youngpeople/workexperience

