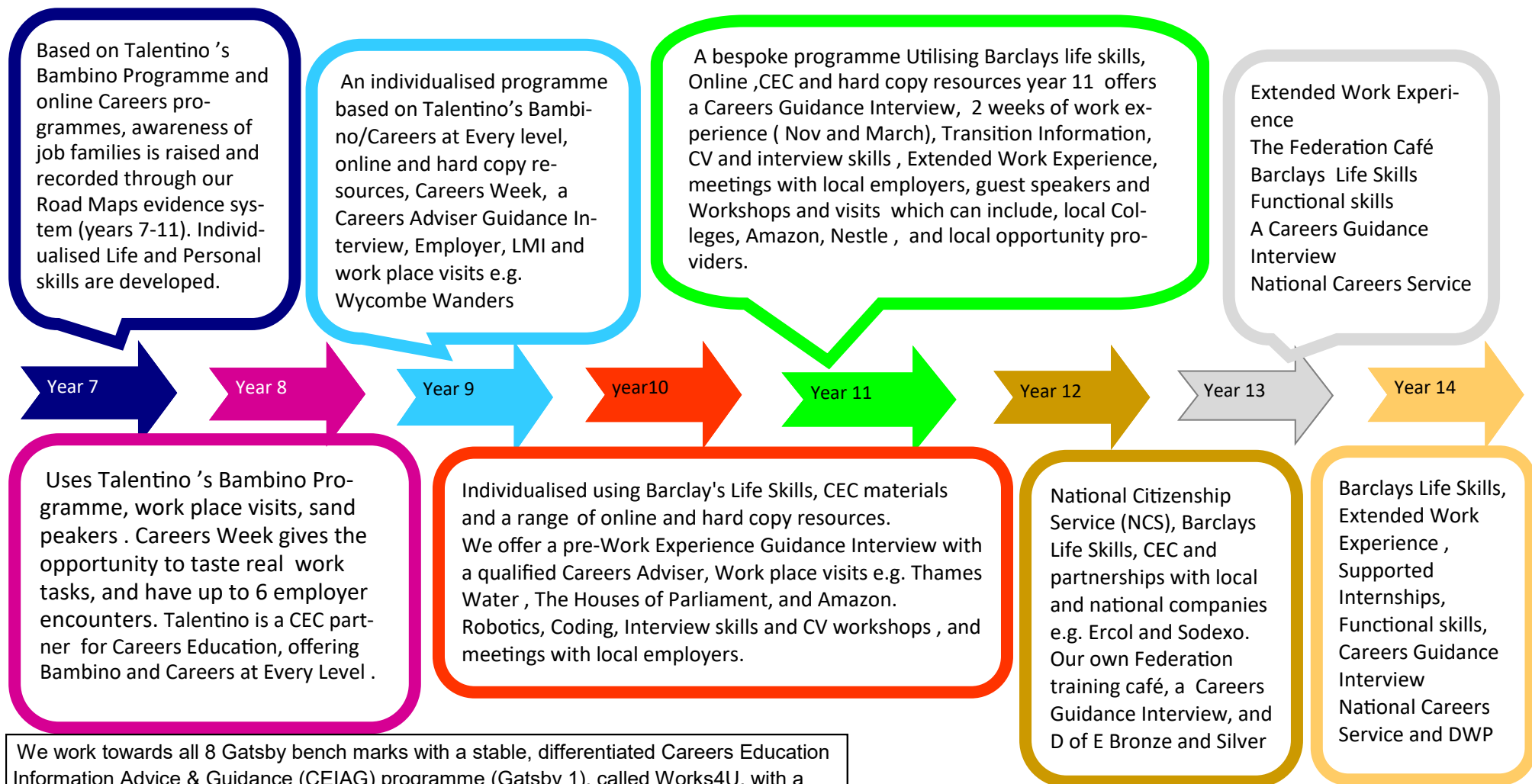


Careers @ Pebble Brook School is Works4U

below is pre-covid, revision date 01/21



We work towards all 8 Gatsby bench marks with a stable, differentiated Careers Education Information Advice & Guidance (CEIAG) programme (Gatsby 1), called Works4U, with a level 7 qualified Careers Adviser. All our Careers Programmes are individualised. We are a therapeutic, language rich environment supported by our therapies, medical and welfare teams linking curriculum to Life Skills and the World of Work e.g. PSHE, options and enrichment, which offers courses from Art to Plumbing helping students understand their aptitudes and abilities and learn skills and behaviours. Young People's Employability, Soft, Key and Transferable skills are continuously assessed and monitored as part of our cross curriculum ethos.

Please contact Marcus, email: mstewertwilliams@pebblebrookschool.com for further information

FED: Years 12, 13 and 14 builds upon the skills and behaviours learnt and develops the work of previous years whilst giving the opportunity to develop and enjoy new experiences. FED offers a more individualised programme based on individual needs and aspirations. It emphasises employability and Life Skills and can include extended work experience, Supported Internships, NVQs, College sessions and vocational qualifications. Recorded through each individual's Progress File.

Careers at Pebble Brook School: A guide for Employers and Parents

Careers at Pebble Brook is **Works4U**.

We emphasise Life Skills and Employability in all our programmes, looking for opportunities for our students to develop and progress.

Many of our students leave us to jobs, apprenticeships or traineeship:

- Pre-Covid 46% of our Students gained employment, an apprenticeship or a supported internship
The National Average according to base was around 6 %
- Pre-Covid we had 90% employability with our students transitioning to College, Training, an Apprenticeship, supported internship, traineeship or employment.

Some of the ways you can help our dedicated team and experienced team is through offering or telling us about:

Work Experience Opportunities, (short or extended),

Work Placements, Work Shadowing Opportunities,

Offering work shops and master classes related to work–place activities e.g. chocolate or cake making, dog grooming or sausage making and/or projects we can help you complete

Enterprise activities and joining us to help develop students interview skills or understanding of how your industry works or Health and Safety in the work place.

For further Information please contact:

Marcus Stewart-Williams, Careers Lead, tel: 01296 415761; email: mstewartwilliams@pebblebrookschoo.com. Marcus is an CDI registered level 7 Careers Adviser with over 20 years experience working in both Industry and Education.

Mrs. Jackie Robson, Head of FED, tel: 01296 415 761; email: jrobson@pebblebrookschoo.com. Jackie is a leading authority within the student employment world and on how supported internships can help you and your business.

Mrs. Kirsty Gilroy, Careers Governor, tel: 01296 415 761; email: kgilroy@pebblebrookschoo.com

Work Experience at Pebble Brook School

09/20 revised 01/21

Work Experience Placements

Here at Pebble Brook School we aim to give every Young Person the opportunity of work experience. Pre-Covid this was at least 2 week long placements in year 11 and significantly more in FED; years 12-14. With Covid 19 we are now looking for "Project based Placements" in which bubbles can work together to experience and further develop skills and behaviours needed in the World of Work. If you know of any such projects please let me know.

My email: mstewartwilliams@pebblebrookschoo.com I am hoping we will be able to offer 2 week long work experience placements in 2021. I am always available to discuss such.

This document outlines the health and safety responsibilities for Pebble Brook School and external organisations involved in work experience and/or Project based Placements from years 9-11.

Here at Pebble Brook we see Work Experience and/or Project based Placements as a significant step in preparing young people for adult and working life by further developing skills and behaviours learnt and developing new ones. These are not paid work or part-time or even temporary employment but a chance to see how an industry works and what are needed to work in it.

What to expect from Work Experience and/or Project based Placements

We expect all Work Experience and/or Project based Placement Students to have been inducted by the organisation they are working with, supervised and safeguarded. These placements are designed to enable a young person to experience the demands and expectations of adult work and put into practice skills and behaviours learnt at school. It will promote the development of the whole person and allow students to mature, and improve performance in school. We often find after work experience students have matured and can see the relevance of subjects they study. Confidence and communication skills will have improved enabling students to take better advantage of the opportunities offered and to come. It also gives an opportunity to see what that type of work is like and if s/he would like it as a job.

Pebble Brook Students will be given the opportunity to focus on time keeping, managing behaviours, communication skills, decision making and individual targets developed for each student.

Child Protection and safeguarding

The employer is responsible for the welfare of the Young Person during a work placement and is aware of child protection issues, particularly responsibility under the Criminal Justice and Court Service Act 2000 to disclose the names of individuals who are disqualified from working with children, where known to them.

Placement Monitoring

Each Young Person in a Work Experience placement is visited by a member of Pebble Brook's staff to ensure the young person is safe, see how s/he is doing with his/her individualised targets and that the placement is going well from everybody's point of view.

How we do it

Work Experience and Project based Placements are a whole school activity involving class and subject teachers, office personnel, our senior leadership team and medical, welfare and therapies teams and you the parents/carer to create an individual profile and individualised targets for each student. The profile is designed to help the placement provider to offer the best experience for the student and ensure their success in it. Profiles can include best means of instruction, how best to communicate with the student, number of steps the student can follow successfully, any medical conditions and medication required, as well as practical things such as if there are any mobility constraints, and areas the student cannot work in for religious or cultural reasons etc.

Each student will be given a set of practical targets to help with the development of work place skills which can range from talking to 2 new people to planning how to organise the storage of new goods into a warehouse. Pre-Covid placements utilised and targets set worked on a graduated system rising from very supportive to challenging. Initial placements tend to fall into the supportive category to help our students gain confidence and skills within the work place. Post Work Experience assessments can result in a less challenging, similar or slightly more challenging placement(s).

All of our placements are visited and risk assessed prior to placement. If any placement is used twice it is not assumed things have not changed and another risk assessment is conducted. We ensure all placements have a current employers liability cert., risk assessments, health and safety polices and a rigorous induction. Where possible we seek evidence of a current DBS but realise in some industries this is not possible. This does not necessarily mean the placement will not take place; if such is the case safeguarding measures are put in place e.g. the students is never working out of sight of people, is never working alone with one person and if considered appropriate will be supported on the placement by a member of staff.

In all Project based Placements the above assessments will be carried out and students the will be accompanied by school staff.

Readiness for Work Experience and Project based Placements does not happen over night and from years 9-14 a great deal of preparation, education and training will have been carried out by our whole school community. Each Pebble Brook Student will receive a pre-work experience interview with our Careers Adviser, mock interviews and detailed briefing prior to placement. Each student will receive a work placement induction prior to starting his/her placement. No student will attend a placement without first having met his/her placement provider (Employer) and people they will be working with.

Please see BE Safe– An introductory guide to Health and Safety (www.hse.gov.uk/youngpeople/workexperience)

Covid 19 adjustments

We ask each Work Experience and Project based Placement provider for a Covid 19 risk assessment. Each Young person works socially distanced and follows Gov.uk guidelines. Young People in school Covid 19 twice a week.

What you can do to help

You and your child must observe all health and safety, security , safeguarding and other instructions given by us, Pebble Brook School, and the employer/ placement provider. You and your child must promise not to disclose any confidential information learnt whilst with the employer/on placement.

For Work Experience placements the 1990. “Health and Safety at Work” and The Health and Safety (Training and Employment) Regulations 1990 state that all those receiving training or work experience from an employer in the workplace are deemed to be ‘employees’ and must follow the employers rules and guidelines as well take responsibility for his/her own health and safety and others who may be affected by his/her actions.

- Please return the forms sent to you promptly and advise us and the placement of you son/daughter is not able to attend.
- Unless stated you son/daughter will require a packed lunch.
- Help your son/daughter attend the placement by making travel arrangements
- Let us know of any employer that would offer Work Experience or Project based Placement opportunities