



# Westcliff High School for Boys

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

2 May 2023

Dear Parents,

## **Year 12 Work Experience 2023**

As you will be aware, the School is keen for your child to have the best opportunities post-18. When applying for University, Apprenticeship or work, all applications look stronger with Work Experience.

I would like to request that you and your child consider work placement options during the Summer Holiday. These will take place ideally between Friday 21 July and Friday 1 September 2023, preferably for a one or two-week period, although shorter placements are also acceptable.

### Appropriate Forms of Work Experience

If you and your child 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 Child to Work Day* is another alternative that has proved to be very successful lower down the School. We are also speaking to the *National Citizenship Service* who run courses for young people that involve activities and collaborative working for a community project; there will be an assembly about this later this term. 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 child 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.

The School will be using Unifrog to manage in-person work experience 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 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 Child to Work Day* instead.

### Next steps

We will ask for an indication as to whether pupils have opted for an in-person placement, virtual work experience, or *Take Your Child to Work Day* during the Form Period on Thursday 25 May.

### In-person Placements and *Take Your Child to Work Day*:

- Pupils, with your help, will then need to approach employers
- 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 and *Take Your Son to Work Day*. The deadline for completing this section is Friday 19 May.
- Once pupils have completed their section of *Unifrog*, an email is sent to the employer to gather some further information about them.
- 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.
- 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 Tuesday 6 June.

### Virtual Work Experience:

The School recommends *Springpod* which can be accessed through:

<https://on-demand.springpod.com/> and Mr Atkinson is also available to help. *Springpod* offers a wide range of courses designed to utilise a range of interests.

Additionally, 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* has undertaken one-to-one meetings with all Y12 pupils.

We hope that your child will take advantage of the opportunity to gain meaningful work experience following their Lower Sixth Year so that they can develop the skills and knowledge needed to support decisions about their future.

Yours sincerely,



Mrs. K Revell  
Director of Sixth Form

## 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