



# Shadowing Programme 2024

# Year 10 Work Shadowing Programme 2024

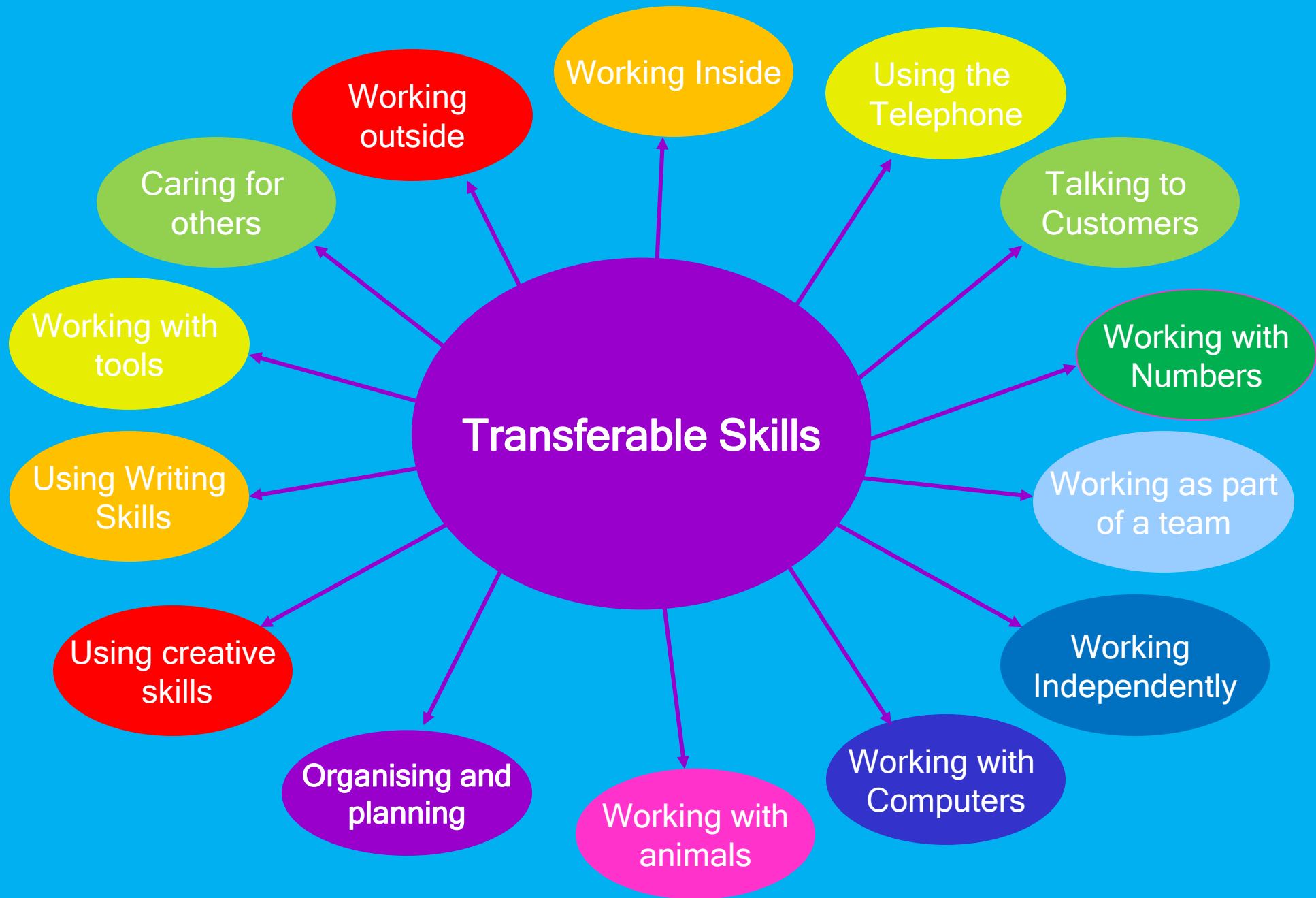
**Monday 10<sup>th</sup> June - Friday 14<sup>th</sup> June**

## **What is work shadowing?**

An opportunity for pupils in Year 10 to shadow a parent / guardian or close family friend so that they can get a real-life insight in to the world of work.

# Why?

- To obtain hands on experience of the world of work
- To appreciate the required employability skills
- To understand that work places also have 'rules'
- To learn about the variety of jobs / tasks covered
- To develop and practice new skills including communication skills and belief.
- To experience working with a wide variety of people and personalities
- To expose them to your typical working day for them to see what motivates you
- To give them the opportunity to see what careers and jobs are available



# Where could they go or not go?

## Could go?

- Office work
- Retail
- Large and small companies
- School, if different to their own

## Not go

- Hazardous and dangerous jobs: eg building sites, somewhere with toxic chemicals
- Jobs that may involve a lot of driving ?
- **Parent working from home**
- Some medical situations or counselling jobs might not be appropriate
- Places that have an age restriction <sup>5</sup> such as Pubs

# Who could they go with?

- If you feel your work situation wasn't appropriate or your employer was unwilling to have your child along, you could ask a relative or a close friend that you feel confident would look after your child for the day and *that you would trust with your child with for the week.*

# Official bits

- Your child will be marked as taking part in work experience on the school register so they won't lose a mark
- **They will be covered by your company's insurance and health and safety policy while they are on their premises**
- **We will be asking for your employer's liability policy number on the google form that we will send out for you to fill in**
- They will be travelling to and from your place of work with you or your friend so will be your or their responsibility while going to and from work



# While at work

- It will be for you / work team to plan the 5 day work shadowing programme
- Seek advice / liaise with others in the work space
- Keep them busy.
- Reward



# What's next

- Letter about the work shadowing programme
- Talk to your employer
- Fill the Google form in and get your employer to sign it with the **Employers liability Insurance number**
- Forms need to be back by **Wednesday 31<sup>st</sup> January**
- Students have had their launch assembly last week and all the paperwork is on the careers google classroom page for Year 10.

# Terms and conditions

By signing and returning the form you are agreeing that:

- You as the parent / carer accept **FULL responsibility** for your child for the duration of the whole work shadowing programme
- Student will travel to and from work with parent/family friend
- Student will be covered by organisation's Employers liability Insurance
- Student will be covered by 'Health & Safety' practices of the organisation

# If your child can't go and shadow you at work from 10<sup>th</sup> June 2024- 14<sup>th</sup> June 2024

- We are looking at trying to establish a pool of placements (mainly primary schools, libraries and an organisation called SCS Railways who we have close links with, but these places will be very limited!
- They should come into school as normal and a programme of study will be put together for them.