

Friday 3rd May 2024

Dear Parent/Carer,

Year 10 Work Shadowing Day - Friday 12th July

I last wrote to you in February about Work Shadowing Day and how to tell the school where you would like your child to spend that day, gaining experience of a workplace. While July may have felt a long time away then, the deadline of 14th June is fast approaching and I hope this letter will answer any questions you may have if you are yet to submit the details online.

What do we need to do?

Parents/carers will be responsible for sourcing and confirming the placement for their children. We request that students spend the day in the workplace of a parent/carers or a family member whom you have judged can be responsible for your child. **If you are unable to find a suitable placement for your child** for the Work Shadowing Day, please contact the school and let us know that your child will be attending school that day.

What permission is required?

As part of the requirements for young people's work experience placements, we must confirm that you as a parent/carers are aware and satisfied that this is an appropriate placement and that the employers will provide for your child's safety while in their care.

This year, we have subscribed to an online portal and mobile app for work experience, through Morrisby – the careers platform that we have been using for the past two years. This will allow employers to confirm they have risk assessments in place, and employers' liability insurance (with a waiver form available for those who are exempt). If the young person is completing their placement with a parent/carers who is self-employed, then they will need to respond as the employer. It is not a time-consuming process and will allow you and the school to be sure that your child will be safe.

An employer evaluation will be completed for your child through this platform, as well as a certificate of achievement with a record of what skills they demonstrated.

Placements need to be confirmed with the school and **signed reply slips returned by Friday 14th June 2024.**

Due to the time required, we cannot guarantee that we can approve a placement if this deadline is not met. If the placement is not verified and approved, and the young person is not in school, then this will be an unauthorised absence.

If you have any questions or queries then please don't hesitate to email me or Miss Hipperson.

Yours faithfully,

A Hollinshead

L Elliott

B Hipperson

Mrs A Hollinshead
Careers Lead

Miss L Elliott
Head of Upper School

Miss B Hipperson
Head of Year 10

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CHALLENGE
OPPORTUNITY**

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HOW TO SUBMIT YOUR WORK SHADOWING PLACEMENT DETAILS

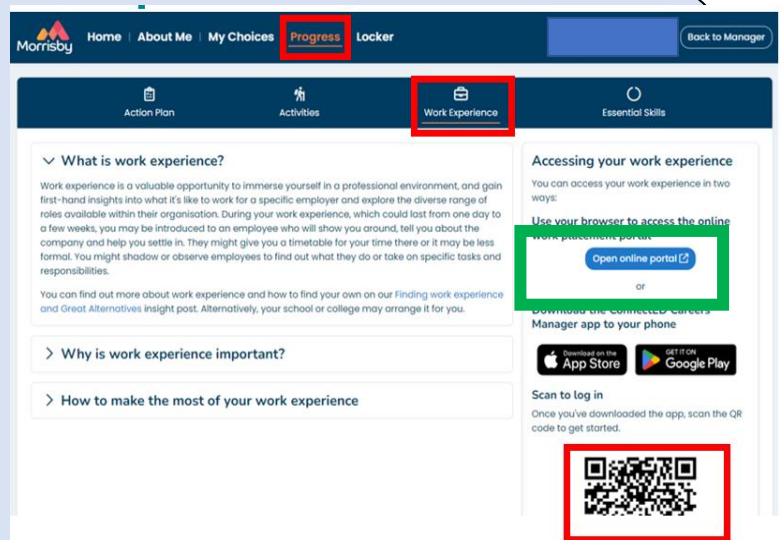
Logging in to Morrisby:

- Google 'Morrisby login' or go to app.morrisby.com
- Your username is your normal school computer login (e.g. 23Hollinshead) followed by @wrotham.kent.sch.uk (this is your school email address).
- You set your own password when you first logged in.
 - If you can't remember it, go to 'forgotten login' and type in your school email address.
 - It will send you a reset email.
 - To access your school emails, go to outlook.com and sign in with your school email and your normal school computer password.

Access the WEX portal/app

A: Through the online portal:

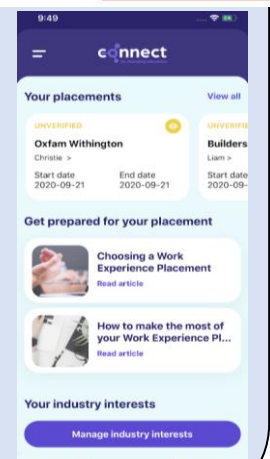
- Students log in to Morrisby using their normal login details.
- From the home screen, they go to 'Progress' and then 'Work Experience'.
- Above the QR code, there is a button that says 'Open Online Portal'.



OR

B: Using the mobile app:

- Download the ConnectED Careers Manager app either
 - Here for Android devices:
<https://play.google.com/store/apps/details?id=com.che>
 - Or here for iOS and iPhones:
https://apps.apple.com/gb/app/connected-careers-manager/id1438096196?ign-itscg=30200&ign-itsct=apps_box_badge
- Students log in to Morrisby using their normal login details.
- From the home screen, they go to 'Progress' and then 'Work Experience'.
- They will see a QR code, which they scan with the app.
- There is an initial skills assessment that they can complete, or they can skip that.



Adding placement details:

Instructions should be fairly self-explanatory once you've access the portal/app.

Please remember to add any important details that will help the placement succeed (e.g. if your child has asthma or specific learning difficulties that the employer might need to know for a risk assessment).

This video guide is useful for both methods, but doesn't include the box that asks for health/SEND information. https://www.youtube.com/watch?v=8n7hf_U slog

WORK SHADOWING FAQs

Do the employers need a DBS check (formally CRB)?

Not for a one-day work experience placement, and not if the adult has parental responsibility. This is why we ask that your child accompanies a parent/carer or a family member who you have judged can be responsible for your child and the placement is only for one day.

Keeping Children Safe in Education 2022 (Part 3 pg 81) refers to safeguarding about adults who supervise children on work experience. It says that:

- The placement needs to have policies and procedures in place to protect children from harm. This is why the work experience portal asks for risk assessment and ELI confirmation.
- The nature and frequency of the supervision has to be considered – if it is unsupervised contact for 3 days or more or overnight then a DBS check may be required for students under 16. A one-day shadowing placement with a parent/carer is not usually included in their definition of ‘regulated activity’ needing a DBS check.

How much time is involved in setting this up for the employer (or self-employed parent/carer)?

This should not take much time. The Health and Safety Executive are clear that employers should not have any unnecessary barriers to providing work experience for young people.

1. The employer will be sent a link to submit some information. For the risk assessment, they can either tick to confirm that it is already in place or there is a template that they can use and print for their own records.
2. They will be asked for Employers’ Liability Insurance (ELI) details. If the employer is self-employed, wouldn’t usually need ELI to operate, and they are a direct relative of the young person, then please request a waiver form. This is only for parents, stepparents, grandparents and/or siblings. Aunts and uncles will require ELI.

What will students need to do on the placement?

For each year group, a different activity booklet will be given to them prior to the placement and each year, the students will have a slightly different focus which supports their current career education aims.

All students from Year 8	Additionally In Year 9	Additionally In Year 10
A review of their own skills prior to going. A reminder to follow all health and safety instructions. An observation of the person they are shadowing with specific questions.	As in Year 8, but also: A task to map out the structure of the organisation and how the different members of that team work with and report to each other.	As in Year 9, but also: A 15-20 minute interview with you or another employee about the job roles available and what they are looking for in applicants to jobs.