

POLICY

NAG 1

<p style="text-align: center;">BLOMFIELD SPECIAL SCHOOL & RESOURCE CENTRE Work Experience Policy</p>
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RATIONALE:

The Board has a responsibility to ensure that students are provided with the opportunity to experience workplace learning outside the classroom in a planned, safe and well managed way.

PURPOSE:

The school, parents / caregivers and employers have information and documentation completed and approved before the work experience commences.

Health and Safety of all students is counted as paramount.

GUIDELINES:

Students are selected and matched with work placements that best support their PLP and Transition Goals, skills and interests.

The Job Coach is supported in the role by the Transition Advisor with regular meetings.

A contract is signed between the student, school and the employer at the beginning of each year or with any new placement. This covers the following Health and Safety points:

The Employer will be responsible for meeting all obligations under the Health and Safety at Work Act 2015 and the Human Rights Act 1993, and any other relevant statute, regulation or bylaw.

The student will follow the employer's instructions especially about keeping safe, and will use tools and safety equipment in a safe and responsible way.

The Job Coach and the student will follow the workplace induction and health and safety procedures.

The Job Coach will accompany and support students at all times. The exception to this will be where students are deemed capable of completing work experience with support from

staff at the workplace. Prior agreement is sought from all parties including the classroom teacher and the Transition Advisor.

The effectiveness of the work placement is reviewed each term. Students will be moved to new companies when required to ensure they continue to gain appropriate skills.

Teachers and Whanau are provided with updates in the mid and end of year reports and at PLP Meetings.

Students are expected to dress appropriately, follow the instructions of the Job Coach and employers, do their best with all given tasks and be polite.

The school will notify the workplace if a student is away or unable to attend and where appropriate will select a substitute to ensure we meet our commitments.

The Transition Advisor and Job Coach will seek out new work experience opportunities where appropriate and find ways to introduce these into the programme.

Approved by the Board of Trustees 18 March 2020

Reviewed and adopted by the Board of Trustees