

# Springbank Primary School



## Character Education Values

Courtesy-Forgiveness-Determination-Self-Discipline-Gratitude-Honesty

Our whole school vision is:

Springbank Primary is a place where all of our children and staff will have the opportunity to excel. Everyone will be safe, happy and cared for. Our curriculum and values will inspire everyone in the school family to be motivated and curious learners and offer core skills, knowledge and enrichment to enable all to gain the foundations for a quality future and a love for life-long learning.

In all we do we remember our school motto:

**Caring-Happy-Healthy-Sporty-Scientific**

## School Values

Sportsmanship-Tolerance- Appreciation- Respect-Friendship-Integrity-Sensitivity-Helpfulness

# Work Related Learning Policy

June 2020

Springbank Primary School is committed to equal opportunities for all. It is our aim that every policy is written to have a positive impact on every child/all children irrespective of race; religion; gender; sexual orientation or age.

Springbank = success for all

There is a key that unlocks every child's learning, our job is to find that key.



**Policy Lead: Kerry Williams**



**Link Governor: Dawn Wigley**

## Strategic Business Committee

Every staff member and governor must take the responsibility and accountability to ensure the procedures within this policy are delivered and implemented as per Springbank School Policy.

## **Context**

The main focus of work-related learning is for 14-19 year-olds in England, however a press release in March 2019 from the DfE suggested all primary school would benefit from world leading careers education developed by top industry professionals. At Springbank Primary we believe that to support our children with a bright future for employment it has relevance across the whole age range from age five upwards as well as those entering our workplace for experience (students). We will plan activities and placements that use the context of work to develop the necessary skills, aptitudes and experience for successful employment in the future.

**Nominated WRL teacher:** Kerry Williams

**Nominated WRL governor:** Dawn Wigley

## **Aims for pupils and work experience students:**

- To gain an awareness of the main qualities, demands, attitudes and skills needed to enter and thrive in the working world.
- To understand the range of choices for a future career relating their own achievements, skills and aptitudes to the options available.
- Enlighten minds to the changing pattern of employment – local, nationally and globally.
- Understand the hazards related to certain types of work and how these are minimised.
- Begin to develop an economic and business awareness.
- Learn enterprise skills (decision making; leadership; risk management and presentation), attitudes (take on challenges; respect; determination and commitment to making a difference) and qualities (flexibility; adaptability; creativity; self-confidence and the resilience and drive to make things happen)
- PHSE, Character Education, RSE, British Values and Health and well being all interweave in to our Work Related Learning curriculum and therefore will help pupils and students to recognise the meaning and value of different types of work to individuals and communities.

## **Current WRL opportunities**

- We set Y6 WRL aspirations in the autumn term for each academic year and display them in an area for all the school community to see.
- We work in partnership with businesses to offer pupil WRL visits and school experiences: Warburton's; IKEA; Asda; Giltbook industrial park and the local area.
- Work experience placements for Derby University ITT students and Nottingham Trent University.
- Level 3 NVQ placements.
- Film and acting experiences and placements.
- Links to Eastwood food bank.
- Planned WRL days throughout the year.
- Guest employees to give talks to the pupils (possibly virtual during 2020-2021 academic year).

## **Safe learners**

### **Within our Work Related Learning we wish to develop safe learners who:**

- Gain an understanding of the importance of health and safety.
- Begin to understand how hazards are identified, risks are assessed and the principles of control measures.
- Develop a set of safe behaviours, so that they play an active part in the work related learning process and acquire practical, transferable skills for future life from their experience.

### **Within WRL we have due regard to:**

- The Health and Safety at Work Act 1974 (occupational Health and Safety)
- Health and Safety Procurement Standards (ensure consistency for training providers employers; the workplace on health and safety). We understand that we should ensure we have been assessed by a competent person and are given a certificate of assessment which is generally be accepted by others.
- All work experience students having an Enhanced DBS check and safeguarding induction as the work experience involves a far greater degree of contact with children.
- The range and level of insurance we have. We understand it is compulsory by law. Our Employers' Liability insurance is bought back from NCC at gold level. The certificate is displayed in the HT Admin offices.

### **We recognise the principal risks and ensure controls are put in place for the hazards that can arise from work related learning and visits such as:**

- Injury to the students themselves.
- Injury to others on the premises (employees, visitors, pupils etc);
- Injury to others who are not on the premises
- Damage to and loss of, employers' property; and damage to, or loss of, other property (e.g. the student's).

## **Notification of Risk**

We understand that as employers we must notify insurers of the sorts of activities students will undertake if those activities are onerous or different from the normal business activities of the employer. In these circumstances we will always make sure we obtain written confirmation that the risk has been accepted. Also, all frequent education visit risk assessments are to be put on Evolve (Nottinghamshire County Council) to be authorised.

### **Other additional safeguards we embed in to our Work Related Learning culture include:**

- Risk assessments for all students on placement and pupils on work place visits.
- Induction on entering the workplace comprising: training in child protection, Health and Safety, confidentiality and fire procedures.
- Stringent guidance for educational visits.

- The importance of adhering to school procedures, policies and forms of communication. A signed sheet verifies this responsibility.
- A point of contact in the school in case any problems arise.
- Do all that is reasonably possible to avoid putting young people and pupils into vulnerable positions.
- Ensuring Data protection. We will only share relevant information on a need to know basis about pupils and students in our school. Any disclosure of personal information collected before, during and after work-related learning will be covered by the Data Protection Act 2018. This Act regulates how personal information is used – it provides a common-sense set of rules, which prohibit the misuse of personal information without stopping it being used for legitimate or beneficial purposes. Also, rules relating to how we collect and process personal data from the EU General Data Protection Regulation (GDPR) - came into effect in the UK on 25 May 2018, so everyone within the staff team will take the responsibility to ensure that these rules are not overlooked and GDPR is adhered to.
- A promotion of the school's equal opportunities by providing a range of resources and experiences that will match individual needs, highlight the importance of Equal opportunities in working life and ensure the absence of any stereotyping.
- Promote the school's policy on SEN&D.

This policy will be renewed annually in-line with the governor annual policy planner.

### **Work Related Learning at Springbank Primary School**

The industries we have been involved in and explored are:

#### Food industry

- Frankie and Bennies pizza making and running a kitchen.
- School cook presentation about working in a school kitchen.
- Springbank restaurants. KS2 children learn how to wait on tables and present food to the customer. They get employed and paid by school.

As part of our SMCS work related learning will help pupils and students to recognise the meaning and value of different types of work to individuals, communities and British values.

#### Public sector

- Fire service
- Police service
- Teaching
- Library service
- Doctors and nurses/midwives

Understand the hazards related to certain types of work and how these are minimised.

#### Retail industry

- Visit to Ikea
- Visit to Decathlon

Both visits explored the types of products sold, how the businesses were set up, job responsibilities within the shops and customer care.

Other employment

- Computer science
- Veterinary surgeon
- Archaeologist

Building industry

- Painting and decorating
- Running a building site

Looking at how building sites are managed and the types of jobs workers are employed to do on the site.

Understand the hazards related to certain types of work and how these are minimised.

Film industry

- Learning lines
- Camera shots/angles
- Sound
- Costume
- Acting skills

Y6 Aspirations- CV/headshots/employment

Begin to understand the range of choices for a future career relating their own achievements, skills and aptitudes to the options available.

Enterprise-Design and Technology –Christmas Fair 2016

- Product market research
- Designing working in groups
- Making
- Selling the made product
- Evaluation

Learn enterprise skills (decision making; leadership; risk management and presentation), attitudes (take on challenges; respect; determination and commitment to making a difference) and qualities (flexibility; adaptability; creativity; self-confidence and the resilience and drive to make things happen)

In 2020-21 these will depend on the epidemic status:

- Community: tennis, cricket, music workshops and sporting tournaments
- Running the tuck-shop/pupil accountant
- Ogden Trust scientist of the year
- Textiles/ fashion show
- Restaurants through out the year
- STEM
- Young Enterprise Fiver challenge

Virtual lessons will replace the visits, plus extra use of the 'Yes' Programme.

### Planned delivery for WRL

| WRL   | EYFS                       | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
|---|----------------------------|--------|--------|--------|--------|--------|--------|
| Yes Programme                                 |                            |        |        |        |        |        |        |
| Invite a visitor to describe their profession |                            |        |        |        |        |        |        |
| Research a profession and present findings    |                            |        |        |        |        |        |        |
| Asda visit                                    |                            |        |        |        |        |        |        |
| Ikea visit                                    |                            |        |        |        |        |        |        |
| Frankie and Bennies                           |                            |        |        |        |        |        |        |
| Library                                       |                            |        |        |        |        |        |        |
| Local shops                                   |                            |        |        |        |        |        |        |
| Eastwood Town Hall                            |                            |        |        |        |        |        |        |
| Decathlon                                     |                            |        |        |        |        |        |        |
| Morrison                                      | Attendance<br>We can do it |        |        |        |        |        |        |
| Cinema  |                            |        |        |        |        |        |        |
| Theatre/Concert hall                          |                            |        |        |        |        |        |        |
| School/University                             |                            |        |        |        |        |        |        |
| Sports stadium                                |                            |        |        |        |        |        |        |
| Enterprise                                    |                            |        |        |        |        |        |        |
| Choir in the community                        |                            |        |        |        |        |        |        |
| Warburton's                                   |                            |        |        |        |        |        |        |