



Off Site Work Experience Policy

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An academy within:



“Learning together; to be the best we can be”



1. Aims

- 1.1. Off site work experience aims to prepare students for the opportunities, responsibilities and experiences of working life. In doing this we hope that young adults leaving Hilltop School will have the skills and confidence to lead a richer and more fulfilling life.
- 1.2. Off site work experience aims to develop our young people as:
 - 1.2.1. Successful Learners who have experienced the world of work and develop an understanding of workplaces. Students will be able to develop the skills, knowledge and confidence needed to be independent, successful and confident individuals.
 - 1.2.2. Responsible citizens who can make a positive contribution to their society and have a positive role within their community.

2. Procedure

- 2.1. Off site work experience placements will be aligned to person centred planning. The form this takes will be personalised and individualised. All placements will be organised using the agreed Off Site Placement Procedure.

3. Safeguarding

- 3.1. All risks associated with any off site work placement will be assessed by a competent member of school staff. All risk assessments, including those relating to the health and wellbeing of the young person, will be shared with work placement providers.
- 3.2. Prior to any off site work placement, students will have completed preparation work relating to their own personal safety and will have demonstrated that they will be able to follow a procedure in the event of a problem. Arrangements for communication between school and placement providers will be clearly identified in all risk assessments.