

POLICY

BLOMFIELD SPECIAL SCHOOL & RESOURCE CENTRE

WORK EXPERIENCE POLICY

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:

To give students the opportunity to trial a range of work environments as part of their transition from school.

GUIDELINES:

- Students are selected and matched with work placements that best support their Personal Pathway Summary (PPS) or Personalised Learning Plan (PLP), their Transition Goals, and align with their skills and interests.
- The Job Coach or support person is supported in their 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:
 1. 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.
 2. 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.
 3. The Job Coach or support person and the student will follow the workplace induction and health and safety procedures.
- The Job Coach or support person 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.

- For all work experience placements apart from those within the school setting, and where the student is not supported by a staff member, an offsite agreement will be signed by the school and the parent/ guardian.
- A letter obtaining consent will be sent home to the parent/ carer prior to the placement commencing.
- Prior to the commencement of any external Work experience school Health and safety documents will be completed and approved.
- Any workplace incidents or accidents must be reported immediately to the Transition Advisor and documented in line with the School policies and procedures.
- The effectiveness of the work placement is reviewed each term or as is needed. Students will be moved to new placements when appropriate to ensure they continue to gain relevant skills and experience. .
- Teachers and Whanau are provided with updates at PPS/ PLP Meetings and in end of year reports.
- Students are expected to dress appropriately, follow the instructions of the Job Coach, support person and employers, complete all assigned tasks to the best of their ability, and deport themselves in a polite and respectful manner.
- The school will notify the workplace if a student is unable to attend. Where appropriate, a substitute student may be arranged to ensure the school meets its commitments.
- The Transition Advisor , Job Coach or support person will seek out new work experience opportunities and identify ways to incorporate these into the programme.

Approved by the Board of Trustees 18 March 2020

Reviewed and adopted by the Board of Trustees 2 July 2026

Presiding Member _____ Date : _____