

“Accessibility Allows Us To Tap Into Everyone’s Potential”

Cambian Lufton College Work Placement Pack





A LITTLE BIT ABOUT US...

Life at Cambian Lufton College is shaped by our 'FRESH' values:

F – Freedom - The freedom and confidence to share opinions and ideas, to innovate without fear of criticism, and to challenge professionally.

R – Respect - For each other, for our students and their families, our differences, our individuality.

E – Empower - Our students, supporting learning, not doing for, each other to make decisions, take responsibility and drive improvement and positivity.

S – Support - Our students and each other to achieve and reach their personal best.

H – Honesty - Trust, integrity and transparency. A culture of owning and forgiving for mistakes, to instigate change and constant learning.

We believe that with guidance, encouragement, support and application every student can exceed their own expectations. Our objective is to prepare our young people for the next stage of their lives ensuring they leave fulfilled, enthusiastic, self-disciplined and confident furnished with the skills, knowledge and practical abilities to fulfil meaningful, active lives and be able to participate in and contribute to their community and society as a whole.

All work experiences are requested from the exact preference / interest of our student. The selections are also taken under advice from our Head of Employment and an Independent Careers Advisor.



OUR AMAZING STUDENTS...

Our college provides for those with autism, moderate and severe learning disabilities, communication difficulties as well as other needs or diagnoses, including ADHD, ADD. Most of our young people are referred to us and funded through the local authorities. Our age range is between 16 and 25 years of age. All of our young people will have an Education Health Care Plan.

Our college is in a rural location in Somerset, with 3 sites set within gardens and grounds of over 20 acres. Placements are a mixture of residential 52 weeks per year, 38 weeks per year or any other practical combination, and Day placements.

The intent of the curriculum at Lufton College is to prepare our students for adulthood by developing independence, supporting inclusion within communities, and providing vocational pathways to employment. Where appropriate, this is underpinned by an accredited learning outcome, depending on the students' need, ability and aspirations.

WHY DO WE NEED INSPIRING EMPLOYERS/MENTORS LIKE YOU?

Whether your company can offer just a one-off taster session or a structured weekly pattern over a longer timeframe, you can make a real contribution to our students' future.

Work experience plays an integral part of a young person's development and prepares them for the transition from life at college to work and life after education. It will enable the students to experience the demands and



expectations of the world of work and provide the opportunity to put into practice and see the relevance of skills learned at college.

Work experience will build confidence by enabling students to experience success in an environment other than that at college. It will enable the students to make more realistic and enlightened work/volunteering choices by allowing them to try out a vocational preference before committing themselves to it.

HOW DO WE SET UP WORK PLACEMENT? WHAT ARE OUR EMPLOYERS RESPONSIBILITIES?

Firstly, we will visit you and introduce ourselves.

We will then speak about what ideas you might have, in terms of duties, responsibilities and job description. This is so we can make sure our students come equipped with the right things in place for a positive work experience.

During the visit, we would also conduct a brief Health and Safety risk assessment.

We will ask you to confirm/provide details of public liability insurance. It is vital that your insurance covers volunteers / work experience placements.

We would then discuss suitable days/times for which you would like the placement to happen and try to align it alongside our timetables at the college.

All of our students are made aware of the importance of data protection and confidentiality, so we also require that in return.

Our students will always come to a placement with a trained and qualified member of staff to support. This is to give our students the best possible outcome in their new work experience.

Generally, placements only take place during term time, but one of the employment team will always be in regular contact to plan ahead so that you are made aware.



Our students will then make a number of visits to the placement, to familiarise themselves before they begin work. We ask that employers complete a Fire Safety and Health and Safety Inductions with our students, as per your companies policies. We can support you to do this.

We will also share with you our college Safeguarding Information. We will discuss Safeguarding with you and advise you on the best communication methods for our students. A selection of courses are available here to support with Safeguarding. [Safeguarding Training Courses | Virtual College](#). A list of Cambian Lufton Colleges policies including Safeguarding can be found here. [Reports & Policies | Cambian Lufton College](#). We ask that you take some time to familiarise yourself with this information.

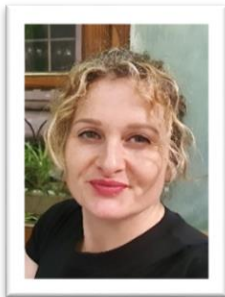
Reporting a Concern - If you see or hear anything that concerns you, or which could be a safeguarding concern - please contact a member of the safeguarding team directly on the numbers provided. Please be advised that you should make contact as soon as it is possible, as we may need to speak to you to find out more details about your concern.

Safeguarding

Lufton College

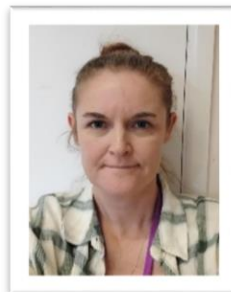
'Keeping our students safe'

Our Safeguarding team has 7 members: -



Sophia Cursons
Principal &
Designated Safeguarding
Lead (DSL)

07766 141296



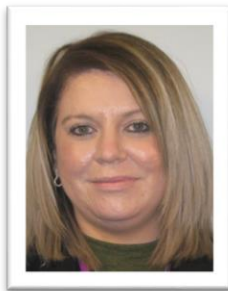
Clare Payne
Head of Care &
Deputy Designated
Safeguarding Lead (DSL)

07824 350957



Neil Hellin
Assistant Principal
&
Safeguarding Officer

07748 788627



Jade Wiles
Registered
Manager &
Safeguarding
Officer
07525 632977



Eiron Haines
Registered
Manager &
Safeguarding
Officer
01935 403120



Emily Martina
Data Analyst &
Safeguarding
Officer
07769 685204



Tiz Hands-Hartrey
Assistant Head &
Safeguarding
Officer
07834 625772

If you have any queries please contact our Head of Employment, Kerry Herbert on 07825 932644 or Kerry.herbert@cambiangroup.com



Employer Work Placement Agreement Form

Name of Company/Organisation:

Company Business Type:

Contact Name:

Job Title:

Address;

Telephone:

Mobile:

Email:

Is there public liability insurance in place Yes / No

Policy Number:

Policy Issuer:

Renewal date:

Confirmation from insurers that you are insured for volunteers / work experience y / n

Please sign here to confirm that you have familiarised yourself with our Safeguarding information;

Name of Student:

Duration of work placement (including days of the week):

Confirmed hours of work

Start:

Finish:

Employer specific requirements (dress, safety wear etc):



Health and Safety agreement: To ensure the safety of our students on work placement, please read and agree to these responsibilities below.

1. The employer recognises that a student on work experience is regarded as an employee for the purposes of Health and Safety legislation and the associated common law duty of care we owe to our employees, visitors to the workplace and others affected by our business undertakings.
2. The Employer will promptly notify the Head of Department or member of the Education team in the event of any absence, early termination of placement because of student inappropriateness, injury or any other difficulties regarding the student.
3. The Employer acknowledges our responsibility to risk assess workplace tasks and activities in the workplace in the context of young people, by considering their age, inexperience, immaturity and lack of awareness of risks and we will notify the student's Personal Tutor of any significant change to the work placement, work process or activity, operation and change in pastoral care.
4. The Employer will notify the student's Personal Tutors by telephone and as soon as practicable of any accidents, of any case of ill health or any other incident which relates to the student's work experience. Where appropriate we will comply with the provisions of RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE
5. The Employer will use our utmost endeavours to observe all current legislation, in particular that relating to Health & Safety, and the Equality Act 2010.
6. The Employer confirms that we have in place Employer's Liability Insurance and Public Liability Insurance (including Motor Vehicle Insurance where applicable) which afford the same protection for the student as in respect of employees.
7. The Employer are aware of child protection issues, particularly the responsibility under the Criminal Justice and Court Service Act 2000 to disclose the names of individuals who are disqualified from working with children, where known to us.
8. The Employer will select a suitably experienced/qualified employee to perform the role of mentor and supervisor to provide the student with the necessary guidance and support. Our designated supervisor will work with the student's named Tutor to aid visits necessary to establish the student's welfare and progress.
9. The Employer agrees to co-operate with any reasonable requests from Lufton College, including allowing access for quality assurance visits and placement



reviews by Lufton College. In addition we will allow access and co-operate with any appropriate parties such as OFSTED, awarding bodies and funding agencies.

10. The Employer will ensure that students are required to carry out meaningful work tasks. We will also ensure that any 'Specific Factors' as described by the Health and Safety Executive in relation to any potentially higher risk workplace activities the student is likely to be involved in are always fully taken into account.
11. The Employer will take into account any relevant information, provided by Lufton College relating to the student's medical condition and/or any physical and learning disabilities, in formulating appropriate risk controls to protect students and/or employees
12. All tasks asked of the student will conform to the laws governing the Employment of Young Persons and Work Experience (as defined in the Education Act 1996) and any other statutory obligations to the student will be observed.
13. Data Sharing. During the course of the placement, we may become aware of sensitive personal information relating to students with us. We will only disclose such information to individuals who are required to know and we will store any information in a secure environment such as password protected electronic storage or locked cupboards that have limited access. Once the placement is complete, we will destroy this information.

Please sign below to confirm you agree with the health and safety aspects and responsibilities as an employer, and agree to the placement of the named student from Lufton College.

Name:

Job Title:

Signature:

Date

