

Top tips



- › Be well **prepared**. Ensure you liaise with schools in advance.
- › Keep your language **simple**: avoid using acronyms and jargon.
- › If preparing an activity, keep it **age-appropriate** and link to the curriculum if you can. Also provide an overview for the school.
- › Activities should be **varied, short** and **interactive** where possible.
- › When talking about your career, talk about the **skills** needed and the **range of opportunities** in the sector.
- › Don't feel you have to answer every question from children; particularly if too personal.
- › Remember, you are not responsible for the young people, including discipline; let school staff guide you through any such issues.
- › Listen to feedback from pupils and schools to improve future sessions.

“ (my favourite part of the day was) The amount of enquiries about work experience and apprenticeships and seeing the excitement of the young people when taking part in our session. ”

Industry Champions

Working in Partnership
with East Sussex Schools



GUIDANCE FOR EMPLOYERS

USEFUL GUIDANCE FOR EMPLOYERS

Aims of the project

Thank you for taking the first step towards working with your local school or college. Working with children is hugely rewarding. Your role in working with young people will provide many benefits, including:



- › Broadening horizons through real encounters with employers and local businesses.
- › Raising aspirations of all young people by linking the workplace to learning in school.
- › Identifying a range of essential employability skills and useful strategies to help children develop them.
- › Supporting schools with engaging parents in raising aspirations and highlighting the value of regular attendance at school.
- › Challenging gender stereotypes and socio-economic bias which can act as barriers to equality and ambition.
- › Establishing self-sustaining and long-lasting partnerships with schools and business.
- › Establishing and enhancing the reputation of your business in the wider local community.
- › Supporting recruitment security and longevity through work experience, apprenticeships and future employment.

Guidance for working with schools

- › Read and sign the code of conduct and return to **enterprisecoordinator@eastsussex.gov.uk**
- › Bring photo ID.
- › Sign the visitor register when you arrive and leave.
- › Know the name of your contact at the school for when you arrive.
- › Remember, you must be supervised by a school member of staff throughout the visit.
- › Use appropriate language and avoid physical contact with pupils at all times.
- › Be aware of cultural sensitivities or religious views and ensure no discrimination through gender, race, ethnicity, nationality, age, disability, sexual identity, or background.
- › Be familiar with the schools' safeguarding information.
- › Should any child disclose any information which gives you concern for their safety or wellbeing, report this to a member of staff immediately.
- › Use designated staff toilets/ changing facilities.
- › Liaise with the school staff about Special Educational Needs and Disabilities: there may be children with particular needs you need to be aware of.
- › In preparing for workplace visits, preliminary visits can be useful. Workplace visits must be fully risk-assessed by both parties.

“ It gave me the opportunity to support young people to build their experience, and hopefully, confidence ”