

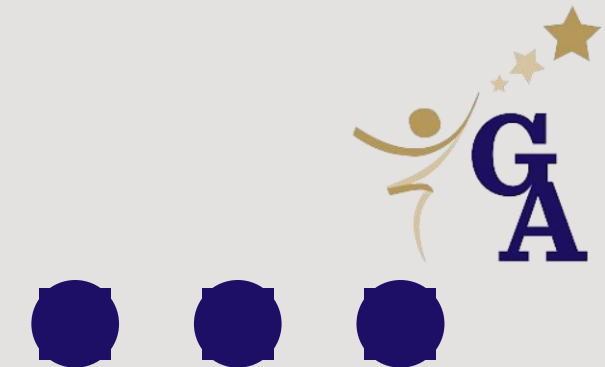
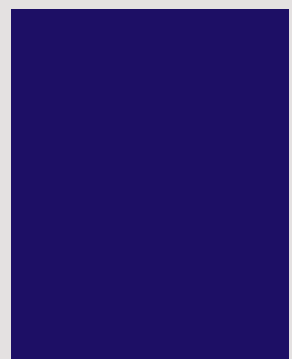


Work Shadowing

Information & Safeguarding

Goldington Academy – Summer 2025





Work Shadowing

STEP 1

GENERAL INFO

What is work shadowing?

Key dates

Supervision

STEP 2

PLACE OF WORK

What does the company
need to know?

What do we need from
the company?

STEP 3

SAFEGUARDING

What is safeguarding?

How do we report
safeguarding concerns?

What are the non
negotiables?

STEP 4

NEXT STEP

Information evening

Students information
assembly

Commonly asked questions

GENERAL INFO

1



Work Shadowing

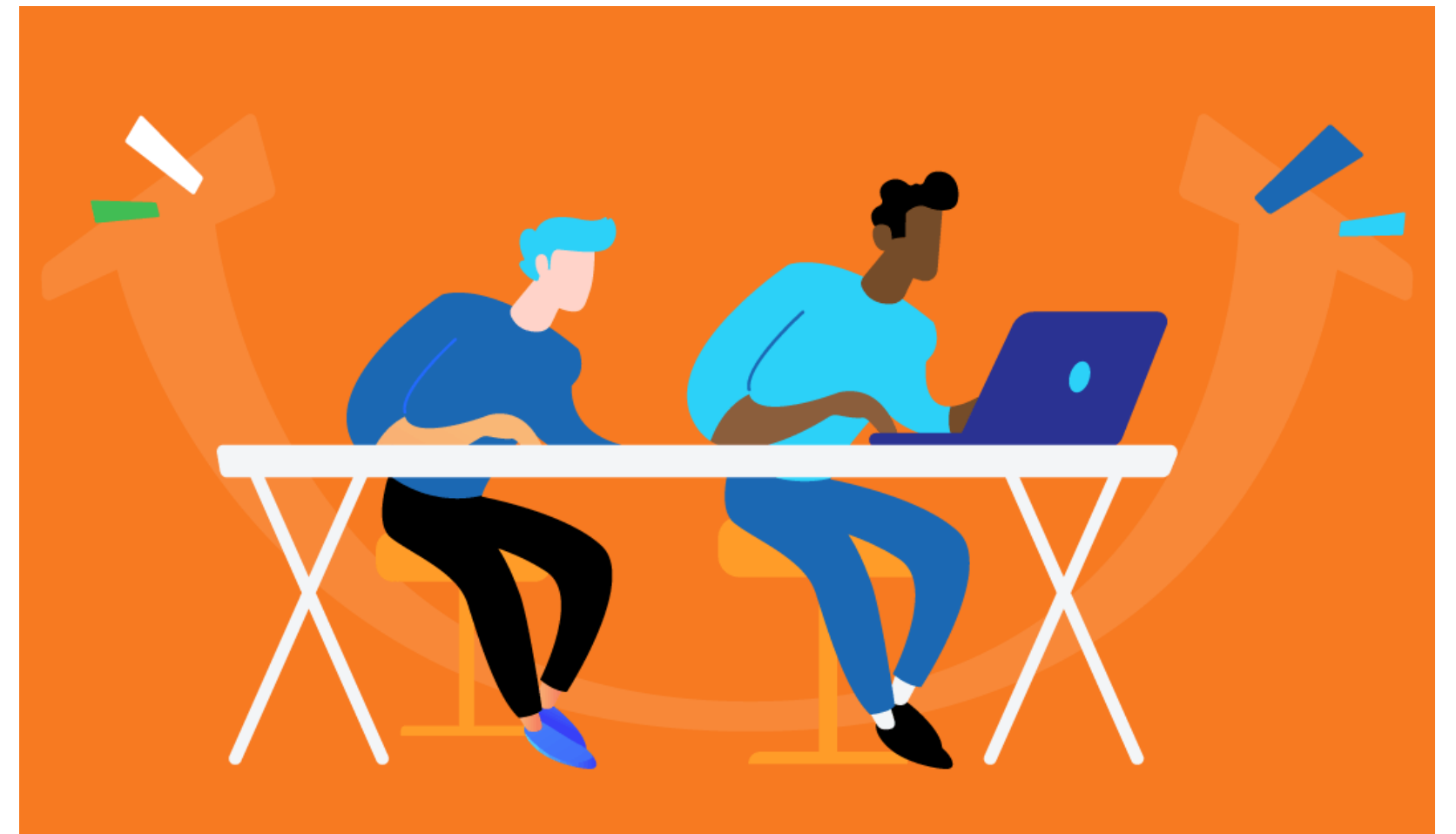
01

Work shadowing

Work shadowing involves observing a professional in their place of work to gain a better understanding of the role.

It differs from internships and work placements as it's informal and only lasts a day.

The purpose is to get an insight rather than to gain hands-on, practical experience.





Launch day

Friday 23rd May

Sent through parent mail
(including online form & powerpoint)



Shadowing deadline

Thursday 26th June

We can no longer accept any work showing
arrangements after this date

Key Dates



Information evening

Thursday 3rd July

An information evening will be hosted via Zoom to give
further details or answer any questions



Work shadowing

Thursday 10th July

Work Shadowing

02

Parental supervision

To ensure compliance with safeguarding regulations and facilitating the work shadowing experience, the student must be **supervised by their parent, guardian or trusted adult throughout the entire duration.**

Company contact

To ensure safety and facilitate the organisation of the work shadowing, we will require a key contact from the workplace.

It's important to clarify that **this individual will not be responsible for supervising the student.**



Work Shadowing

02

Trusted Adult

- If a student is completing their work experience with a trusted adult, that adult will take full responsibility for supervising the student at all times during placement hours.
- A trusted adult **is preferably a family member who is known and trusted by the student and their parent/carer.**
- In some cases, a long-term family friend may be considered, but **the school may request additional information or question the suitability if the arrangement is not clearly appropriate.**
- The school must be confident that the environment is safe, appropriate, and provides a meaningful experience.



PLACE OF WORK

2



Health & Safety

01

Safety

Appropriate measures are in place for the safe conduct of the work shadowing

02

Risk Assessments

The company has risk assessments and risk management arrangements in place for work experience/shadowing

03

Liability insurance

The company's liability insurance policy covers work placements

If you're unsure about safety, risk assessment or liability insurance – checkout:

<https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

You're company should be able to tell you this.

Guide for employers

[Making work experience work: Guide for employers | CIPD](#)

Advice for parents

<https://www.hse.gov.uk/young-workers/parents-carers.htm>

Useful links

Work Experience Toolkit

https://resources.careersandenterprise.co.uk/sites/default/files/2022-06/7414%20BHCC%20Work%20experience%20toolkits%20V6FINAL_Shiromi%20Cabraal.pdf

HSE – Work experience

<https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

SAFEGUARDING

3



SAFEGUARDING



What is it?



Safeguarding

“ Protecting a person's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. ”

Safeguarding is about creating safe environments and preventing children from experiencing harm or abuse. Put simply, safeguarding refers to measures we take to protect our children – and keep them safe and well.



Learn more about safeguarding



NSPCC



<https://learning.nspcc.org.uk/research-resources/briefings/preventing-abuse-positions-of-trust>

Gov.uk



<https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-from-abuse-and-harm/advice-to-parents-and-carers-on-keeping-children-safe-from-abuse-and-harm>

Reporting

01

Reporting concerns

If a child is suffering or at risk of suffering significant harm, you should share information with appropriate agencies:

- Contact your local child protection services - 01234 718700
- Contact the police. They will assess the situation and take the appropriate action to protect the child.
- Contact the NSPCC Helpline - 0808 800 5000

If a child is in immediate danger, call the police on 999.



[Click the image for more support](#)

Non Negotiables

02

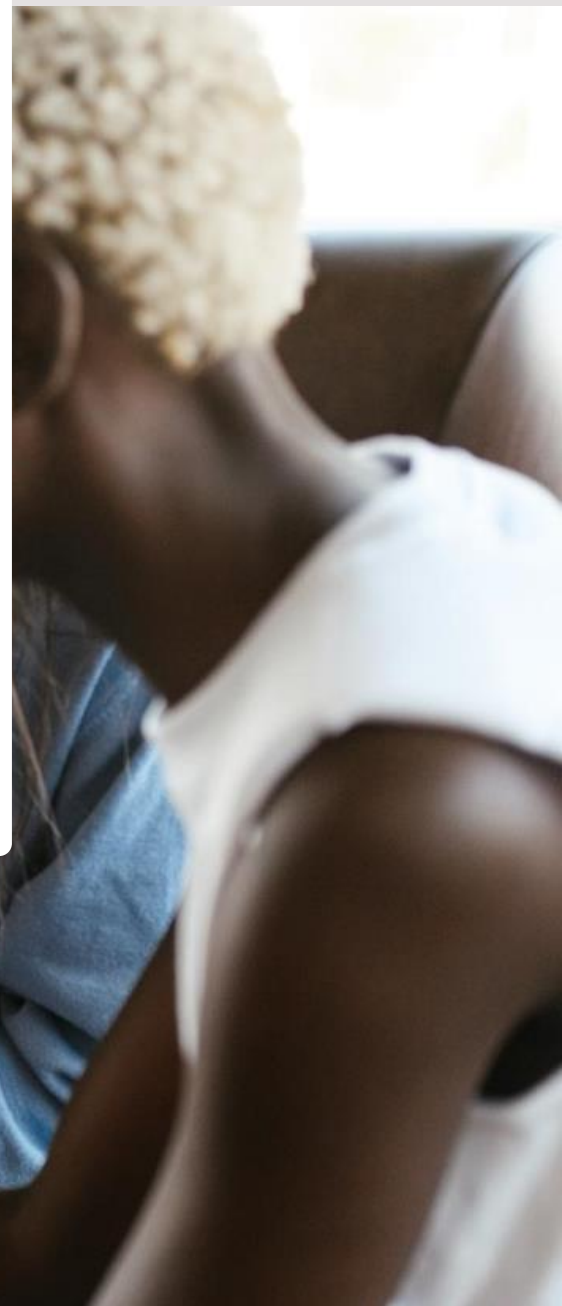
Agreements:

- Students will be supervised by their parent/carer/trusted adult throughout the entire work shadowing experience.
- The supervisor understands what safeguarding is and how to report safeguarding concerns.
- The place of work has agreed to the work shadowing placement.
- The place of work is suitable with respect to health and safety, including appropriate risk assessments.
- All information relating to the work shadowing must be input into the Microsoft form (link in the parent mail). If it is not completed by the 26th of June, we may refuse the student permission to attend the shadowing.



NEXT STEPS

4



What next?

01

Microsoft form

Complete the following form:

<https://forms.office.com/e/ehukk7TFnu>

02

Information evening

Attend the information evening (3rd July) which will be held on zoom – Link sent out close to the evening

03

Any question?

If you have any further questions please email – lucasa@goldington.beds.sch.uk

SEE YOU AT THE INFORMATION EVENING

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