



Y9



**JOB**

**SHADOWING**

15<sup>th</sup> & 16<sup>th</sup> January 2026



**YOU ARE ONE OF THE 54 WHO ARE GOING OUT ON  
THIS DAY. WELL DONE FOR ARRANGING THE  
PLACEMENT AND GETTING THE COMPLETED FORMS  
BACK ON TIME!!**

# Health and Safety!!

Today is "take your kid to work day"



# Health and safety is really important

- ▶ Fire – make sure you know where to go and what the alarm sounds like
- ▶ Accident/injury – make sure you know what do to and where to go
- ▶ What to do if separated from parent/friend – arrange a meeting place
- ▶ Listen to an hazards explained
- ▶ No-go areas
- ▶ Safety wear if compulsory
- ▶ Washing hands before eating
- ▶ You should not being left unsupervised
- ▶ Not be asked to do things beyond your capabilities

# LO-N-N-N-N-N-G DAY

- ▶ Going to be a lot longer day than you are used to
- ▶ Getting up earlier
- ▶ Travelling
- ▶ Make sure you have enough food/drinks/snacks

# What you might be doing

- ▶ Maybe a chance to have a tour round
- ▶ Or spend half the day/an hour in a different department
- ▶ Maybe there's a project you could work on like design a flyer, or an instruction leaflet or a newsletter about the company?

# The booklet

- ▶ Plenty for you to do in here
- ▶ Interview with the boss?
- ▶ Selfie?
- ▶ Souvenir?

# If your placement is at a school

- ▶ You need to be aware that you are there to observe and do tasks, not to “play” or interact with the children, especially if it’s the school you formerly went to and you may still know some of the children
- ▶ Possibly a “staff” badge would help?

# Confidentiality

- ▶ Just be aware of listening in to, or commenting on private phone calls, or if you have access to your parents computer etc.
- ▶ Remember, your parents/friend have still got to work there!
- ▶ You are all representing Mark Rutherford. We are one of the few schools which runs this, want to keep our reputation!!

# Feedback section at the back of the forms: - please fill in

- ▶ Everything gone ok
- ▶ Worthwhile exercise
- ▶ We have taken on comments and suggestions from last year
- ▶ Feedback from employers
- ▶ Build up links
- ▶ Keep good relationships!
- ▶ Future events
- ▶ Business partners
- ▶ **YOU are the future workforce**

# What's next

- ▶ Booklets will be collected in on the Monday, the day after. So please send remember to bring them in, completed
- ▶ We will be asking you to complete what skills you've gained on Unifrog.
- ▶ We will celebrate your achievements with a certificate and a display of pictures and what you have gained from the experience

# aargh

- ▶ If everything falls through:-
- ▶ Parent is ill
- ▶ Office/work closed unexpectedly
- ▶ The company has a massive order they have to fill
- ▶ Parent landed with meeting can't get out of  
etc etc

## **COME INTO SCHOOL**

- ▶ If you lose the booklet between now and then it will be available on school website for you to print out

ANY  
QUESTIONS?

