

## Careers Programme

Working agreement between Kettlebrook Short Stay School and visiting employers/ providers.

### **Our commitment to you**

- At all times Kettlebrook Short Stay School will ensure that you are accompanied by a member of our staff during your visit. You will not be left alone with students.
- We will offer you a tour of our school (if required) to give you the chance to develop a better understanding of the work we do.
- We will support our students to fully engage in the support, expertise and guidance that you bring to our school. As a short stay school however, we trust that you understand this is not something which we can always ensure.
- Staff from Kettlebrook will be available to answer any questions and handle any issues which arise during your visit.
- We will endeavour to do our best to stick within the time parameters arranged for your visit and give as much notice as possible should this be required to change.

### **Your commitment to us**

- We will require advance notice of all visits which can be planned and built into our timetable and career delivery.
- We expect information to be presented to our students in a non-biased and non-judgemental manner.
- We may at times require a little flexibility in your expectations of our students. Many have complex needs which may not always be evident.
- Given the vulnerable nature of many of our students, we request that you do not discuss specific information about our school, your experience, students or staff with others outside of our school setting, unless for professional supervision purposes.
- Please advise us as early as possible if you need to make any changes to your school visit.

Signed on behalf of KSSS

Name

Signature

Date

Signed on behalf of.....

Name

Signature

Date