Take Our Kids to Work Day™

Wednesday, November 6, 2019

Educator Guide

CELEBRATING 25 YEARS OF #KIDSTOWORK

Partenariat en Éducation

The Learning Partnership

www.thelearningpartnership.ca

National Program Partner:

RBC Foundation
What is Take Our Kids to Work Day?

Launched in 1994 by The Learning Partnership, Take Our Kids to Work Day is the most recognized career exploration event in Canada. This year, Take Our Kids to Work Day will take place on Wednesday, November 6th.

Take Our Kids to Work Day is an experiential learning opportunity for Grade 9, Senior 1 (Manitoba), and Secondary III (Quebec) students across Canada. Students spend the day at the workplace of a parent, relative, friend, or volunteer host. Through Take Our Kids to Work Day, students are able to witness the world of work firsthand, prompting early career planning, and enabling students to make informed decisions pertaining to their future goals and endeavours. By participating in Take Our Kids to Work Day, students are able to learn about a variety of careers, industries, and sectors.

About The Learning Partnership:

The Learning Partnership is a Canadian charity that prepares students to thrive in a diverse, connected and changing world. We celebrate excellence, leveraging the best thinking from educators, business, and government to deliver experiential programs for students that cultivate entrepreneurial thinking and innovation, and support social-emotional learning. Since 1993, we have been helping build the foundations for students to solve tomorrow’s challenges. For more information, please visit thelearningpartnership.ca.
What can students expect on Take Our Kids to Work Day?

The following checklist outlines what students can expect on Take Our Kids to Work Day. Educators should review this list with their students prior to November 6th.

✓ Students can expect to participate in a range of activities that will vary depending on the workplace they visit.
✓ Students can expect presentations from employees working in different fields within the organization.
✓ Students will have the opportunity to learn from different professionals about the various career paths available within any sector.
✓ Students can expect their workplace host to take them on a tour of the workspace.
✓ Students can expect their workplace host to engage them in a series of fun activities and/or workshops that will teach them about the job/role.
✓ Students will be able to ask their workplace host questions about their role, field/sector, or questions relating to the organization as a whole.
✓ Students can expect to leave the workplace they visit with in-depth knowledge of today’s workforce, and students should understand the steps they need to take in order to be successful in the ‘working world’ in the future.

Arranging workplace placements for students:

Educators should collaborate with colleagues to assist in securing placements for students who are unable to accompany a parent to work. If an educator is having a difficult time securing a workplace visit for their students, contact us at tokw@thelearningpartnership.ca.

For students not visiting a workplace on Take Our Kids to Work Day, educators could plan a relevant parallel program for the day. These activities would prepare students to participate with the whole class following the visits.

Best practice:

Reach out to your school’s Co-op department or school council to seek workplace hosts.
Prepare for Take Our Kids to Work Day with classroom activities!

Here are three activities that will prepare students for Take Our Kids to Work Day. These activities teach students about the rights and responsibilities of workers, workplace safety, and also provide students the opportunity to effectively plan and set goals for the day.

Pre-activity #1: Rights and responsibilities of workers

Part 1 of activity: Review the following responsibilities of workers with your class

**Work smart, work safe**
Always think of safety first. Don’t fool around on the job; it’s against the law and you could injure yourself or another worker.

**Report unsafe conditions**
If you see anything that looks wrong, tell your supervisor immediately.

**Dress for the job**
If your job requires you to use protective equipment or clothing, make sure you wear it. Make sure the clothing fits you properly. Get trained in using and maintaining protective equipment.

**Get to know the emergency procedures**
Find out where the fire alarms, extinguishers and exits are located. Make sure they’re accessible and not blocked. Ask your employer if there are any other emergency procedures that apply to your particular workplace.

**Report all injuries**
If you are injured, get immediate first aid and then report the injury to your supervisor. Make sure your employer files a report with the Ontario Workplace Safety & Insurance Board or the equivalent in your province.

Part 2 of activity: Encourage students to complete the following quiz: What are my responsibilities at work?

Quiz available at: www.livesafeworksmart.net
Pre-activity #2: Workplace safety

Part 1 of activity: Review the Workplace Hazardous Materials Information System and complete the activities on the WHMIS website: www.whmis.org

Part 2 of activity: In groups, have students list ways workplaces can make their spaces safe for employees.

Pre-activity #3: Student planning for Take Our Kids to Work Day

Have students complete the Student Planning Worksheet before Take Our Kids to Work Day (available on the following page of this guide).
Take Our Kids to Work Day Student Planning Sheet

Before Take Our Kids to Work Day:

3 things I expect to experience during my workplace visit:
1. 
2. 
3. 

3 things I hope to learn about during my workplace visit:
1. 
2. 
3. 

After Take Our Kids to Work Day:

3 things I learned during my workplace visit:
1. 
2. 
3. 

Careers I’ve learned about:
1. 
2. 
3. 

Careers I’m interested in:
1. 
2. 
3.
Take Our Kids to Work Day Student Activity Log

Have students log the activities, workplace tours, and workshops they participate in during Take Our Kids to Work Day, as well as what they learned from these activities.

Student name:

Name of workplace:

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<th>Time</th>
<th>Activity</th>
<th>Learning Outcome</th>
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Classroom activities following Take Our Kids to Work Day:
Here are four activities educators could complete with their class following Take Our Kids to Work Day. These activities allow students to reflect on their day and identify what they learned.

Post-activity #1: Workplace safety and risk management
1. First ask students to identify one health and safety issue related to the workplace they visited. Suggest they design a print or radio ad campaign that addresses the safety issue they identified, and focus on workplace risk management and prevention.
2. Invite students to brainstorm words associated with the word “risk.” Working in pairs, students should discuss the kinds of risks people their age take, while differentiating between risks that may have a positive impact and those that may have a negative impact.
3. Ask students to think back to their workplace visit and write out a scenario in which there are safety risks present at that workplace. Have the students discuss their scenarios (the risks involved, the consequences of taking those risks, and suggestions for how to lessen the risks). As a class, discuss what the students learned from this activity.

Post-activity #2: Take Our Kids to Work Day reflection
1. Engage the class in a discussion about their Take Our Kids to Work Day experience and encourage students to share highlights of the day (i.e. a presentation that was made, guest speaker, tour of the workplace, their favourite activity, etc.) Review their activity log as well.
2. On the worksheet students completed prior to Take Our Kids to Work Day (their expectations and goals for the day), students should list 3 things that they learned during their workplace visit as well as reflect and assess whether they met the goals set prior to Take Our Kids to Work Day.
Post-activity #3: Dream job

Encourage students to creatively describe their dream jobs and the 5 skills they need to do these jobs. This can be done through a poem, song, rap, infomercial, etc. Students are also encouraged to include a photograph or drawing representing their dream jobs.

Post-activity #4: Career research options

Educators are encouraged to present the following career research options to their students. These research options provide students with resources that may assist them as they begin career planning.

1. Real Talk is designed to help students make better choices about their post-secondary options by offering them peer-to-peer perspectives, tips and advice from young people who have recently made the school-to-work transition.

2. Xello is a useful website for students for career exploration and planning.

3. 16Personalities is a website where students can learn more about their personality traits and the careers that best fit with those traits. After taking the personality quiz, students are provided with a list of possible career options allowing students to learn more about themselves and their interests.

4. Indeed and Workopolis are commonly used job sourcing websites. Students can browse these websites to explore roles, career options, and the skills and qualifications required to perform different jobs.

5. LinkedIn is a website individuals use to build their professional profile online. In order to guide students into career planning and development, educators can introduce LinkedIn to their students, encourage them to build a profile and start making connections now.

Feedback surveys:

Following the conclusion of Take Our Kids to Work Day, please take a moment to complete the educator survey and encourage your students and parents to complete the student survey or parent survey. All of the surveys can be found at thelearningpartnership.ca/TOKW.
Take Our Kids to Work Day

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Health, safety, liability:

Safety recommendations:

The Learning Partnership convened a committee of experts to conduct a study and advise on safety for participants in Take Our Kids to Work Day. The Learning Partnership was one of several participants in the study. The Expert Safety Panel members were drawn from industry partners of The Learning Partnership, and from organizations with acknowledged expertise in workplace safety and education.

These recommendations are based on the findings of the Expert Safety Panel. As stakeholders in Take Our Kids to Work Day, we continue to be guided by all of the Expert Safety Panel’s recommendations and we encourage the workplaces with whom we partner to adopt the recommendations applicable to their involvement in Take Our Kids to Work Day.

- Communicate the importance of health and safety through a variety of channels to accommodate different learning styles.

- Enlist workplace health and safety experts to review the content and context of all materials produced for Take Our Kids to Work Day.

- Develop informed consent forms that contain workplace health and safety messaging, signed by students and parents.

- Encourage all participants in Take Our Kids to Work Day to commit themselves to a safe day. Include on forms a section demonstrating that students have read and discussed materials on health and workplace safety before participating.

- Begin Take Our Kids to Work Day at each employer with mandatory workplace orientations that focus on health and safety issues relevant to that environment. Workplaces should use the expertise of their Health and Safety personnel to assist with the orientation if possible. Where appropriate, there should also be a student Health and Safety representative for the day.

- Encourage participants to adopt a zero tolerance policy for ignoring health and safety guidelines communicated in program material.

- Supervise student participants all day while they are at the workplace site. The student supervisor should be a competent individual and there should be a set ratio of the number of students to each supervisor that is appropriate for each workplace.

- Allow students to undertake only those tasks and experiences for which they have been properly oriented.

- Encourage workplaces to create an environment where students feel free—in fact, encouraged—to speak about health and safety concerns, ask questions, and comment on situations they observed during the day. Workplaces should conduct an annual inspection prior to Take Our Kids to Work Day with a view to youth workplace safety.

The Learning Partnership Liability Information:

Take Our Kids to Work Day is an educational event provided by employers for Grade 9 students across Canada. The Learning Partnership is pleased to provide suggestions to educators or employers for planning and preparation, including health and safety preparation, in anticipation of Take Our Kids to Work Day. However, The Learning Partnership does not arrange or monitor activities or programs that are provided by employers as part of Take Our Kids to Work Day, nor does it provide specific health and safety training to employers or students. As such, employer and student participants in Take Our Kids to Work Day acknowledge and agree that participation in Take Our Kids to Work Day is completely voluntary and employer and student participants acknowledge and accept all risks of participation and assume full responsibility for all such risks to themselves and/or liability to others.

The Learning Partnership is not liable for damages arising from any and all actions, claims, demands, obligations, causes of actions, costs, expenses, and compensation of any kind on account of or in any way arising out of, or which in the future may result from, negligence of other people, including other participants, participation in Take Our Kids to Work Day or in conjunction with Take Our Kids to Work Day.
Parent/Guardian Consent Form:

We need your consent

To be filled out and signed by a parent or guardian and student, then returned to the school.

To the Parent/Guardian: Your child has the right and responsibility to have a safe and educational workplace visit. Health and safety education is an important element of this program. Review this form with your child and sign below. If you have additional questions about safety, contact the school or workplace.

Student's name: ........................................................... Teacher's name: ..........................................................

My child has my permission to participate in this program.

☐ My child may be photographed, interviewed or videotaped on Take Our Kids to Work day by the workplace or by The Learning Partnership for the purpose of promotion, advertising and public relations related to Take Our Kids to Work Day.

☐ My workplace is aware that I am bringing my child to work on Wednesday, November 6, 2019, between the hours of __________ and __________. We have discussed lunch arrangements and appropriate clothing/safety attire.

Parent's name: ............................................................ Workplace name: ..........................................................

Telephone: ................................................................

Address: ........................................................................................................................................................

OR

My child will accompany a: (check one)

☐ relative ☐ friend ☐ community host

Contact's name: ...................................................... Telephone: .................................................................

Workplace name: ........................................................................................................................................

☐ A colleague at my workplace would be willing to host another student in need of a placement.

Colleague's name: ........................................................ Telephone: .................................................................

Elements of risk

All experiential learning programs, such as field trips, cooperative education, job shadowing and Take Our Kids to Work participation, involve certain elements of risk. Injuries may occur while participating in this activity without any fault of the student, the school board or the host employer. By allowing your child to take part in this activity, you are accepting the risk that your child may be injured. For more information see the recommendations for Workplace Health & Safety at thelearningpartnership.ca.

I understand that there are risks associated with my child visiting a workplace and I have reviewed the Elements of Risk section above with my child.

Parent/Guardian signature: .............................................. Date: ........................................................................

Student signature: .................................................... Date: ........................................................................

To learn more about any of the initiatives mentioned in this guide, or to download Take Our Kids to Work resources, visit our website: thelearningpartnership.ca/tokw
This certificate recognizes that [Name] has participated in Take Our Kids to Work Day 2019!

Signature

Date
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