



## **Work Experience Policy**

**January 2020**

**This Policy was approved by:**

Standards Committee of The Governing Body: 2 March 2020

**Date for Review: Live**

## **Introduction**

The policy seeks to achieve the aim of students experiencing work at first hand. The provision of work experience is designed to meet the following objectives:

- Consolidating and taking forward the work of careers education and guidance by giving students a better understanding of changes in the world of work and the implications these have for their own careers.
- Consolidating and taking forward the work of vocational subjects delivered in school by giving students a better understanding of those vocational areas together with the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.
- Develop an understanding of how an employing organisation functions.
- Experience the social relationships at work and in doing so develop a sense of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills.
- Appreciate the expectations that employees will have of fellow workers.
- Assess how they will adapt to working patterns and relationships outside school.
- Gain the self-confidence needed in an adult world.
- Develop practice and demonstrate both employability and wider skills and knowledge for adult life.

## **Section 1 - Definitions**

This policy provides a framework for preparing students for the opportunity, responsibilities and experience of adult life through work experience. Work experience is defined as “a placement on employers’ premises in which a learner carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on learning aspects of the experience”. (DCSF, 2008)

## **Section 2 – Leadership & Management**

The Headteacher and the Academy Governors will have ultimate responsibility for this Programme. A specific Governor [Sam Quigley] has been identified as being the Lead in relation to work experience. They will familiarise themselves with all relevant legal requirements and moral duties and will keep up-to-date with any guidelines and developments for the provision of Work Experience. The Governors of the school take legal responsibility for any accidents or claims as a result of work experience organised by the school, they will also ensure that adequate insurance policies are in place for students accessing placements.

The Head of Careers will take responsibility for leading work experience and will be aware of the duties that the school has around Work Experience, the learning outcomes and how this experience relates to the wider curriculum.

The Work Experience programme will be managed by the Head of Careers. She/he will:

- Liaise with the external organisation responsible for carry out health & safety and insurance checks
- Liaise with students, staff and employers to identify suitable placements
- Provide a detailed briefing for the students/parents and gain the relevant consent forms
- Provide students with relevant work books and logs to be completed during the placement
- Ensure all students are contacted and visited whilst out on placement
- Ensure all relevant paperwork is completed and stored in an appropriate manner for 7 years before being destroyed appropriately
- Students will be debriefed on completion of their programme and evidence will be gathered of achievement e.g. References and reports.
- Investigate and report any accidents or incidents

The Arts Administrator will offer administrative support to ensure that all paperwork is completed in a timely manner and that all records are stored appropriately.

### **Section 3 - Planning**

The Governors will ensure that a competent person is designated within school as the Head of Careers. This member of staff must have a good understanding of best practice and legalities around work experience, and will ensure that:

- Placements will take place during year 10 and will be planned for one week
- Placements will be chosen from an existing database, from a placement which the students have found themselves or from a placement sourced specifically for this student
- Students will be encouraged to choose a placement that is of interest to them
- Advice and guidance will be given to each student to support this decision making process.
- Learning outcomes will be identified in relation to the placement and any future aspirations
- A job description will be prepared so that the employer and young person are aware of tasks to be undertaken
- Particular attention will be made to match students carefully with placements, taking into account any special educational, social or emotional needs.
- No student will be able to go out on placement without written consent being obtained from parents/carers.

- Parents will be given all arrangements for their child's placement including dates, work times, dress code, contact details, location and activity details.
- Emergency contact details will be put in place between appropriate parties and a mobile phone number will be given to all students which will provide access to a member of the Senior Management team between 8am and 6pm.
- The Head of Careers will complete all Health & Safety checks with the employers, except in exceptional circumstances when this is beyond her/his remit and a specialist assessor will be sourced.
- Employers will be made aware of their responsibilities around health & safety including completing a specific risk-assessment in relation to the young person coming to them on placement.
- Relevant information will be passed to employers around the special educational, health, social or emotional needs of the student, but only if this impacts on the placement.

#### **Section 4 - Delivery**

- Students will be briefed by the Head of Careers. This could be on an individual or small group basis, providing health & safety training along with information and logbooks to work through whilst on placement.
- Students may be asked to attend a pre-placement interview or induction.
- All students will be supported by school whilst on placement with a telephone call when they first begin, and a visit during their placement. The Work Head of Careers and members of the Senior Leadership Team along with teaching staff may complete this visit.
- Any staff that make a visit to a student must complete a Work Experience Visit Form.
- If any accidents or incidents occur during the placement, these will be investigated initially by the Company and the Head of Careers. All relevant bodies will be notified through liaison with the School Safeguarding lead and may involve other organisations, such as the Local Authority, Lead Governor, Police etc. where appropriate

#### **Section 5 – Student Conduct**

During the Work Experience placement the student is reasonably expected to:

- Dress appropriately as defined by the employer
- Maintain an interest in the work provided
- Be punctual both on arrival, after breaks and leave the premises at a time agreed with the employer
- Make their own arrangements for travel from home to and from their placement
- Follow instructions
- Accept suggestions
- Ask for help when needed
- Act in accordance with Health & Safety requirements
- Keep personal problems at home

- Have a good attendance record – notify both the employer and school promptly if unable to attend
- Behave in a way that reflects well on the student, employer, school and fellow employees
- Follow the routine of the workplace
- Show respect for the employer's and other employees' property.

### **Section 6 - Evaluation**

In order to evaluate the provision of work experience, and ensure that students are fully supported:

- All students will have a full de-brief and evaluation on completion of the placement.
- Feedback will be sought from employers, parents and learners and any concerns resolved and all successes celebrated.
- Employers will be asked to complete a formal evaluation that will be added to students' Record of Achievements.
- Feedback will be offered to employers in relation to how well learning outcomes were met.
- Evaluation of the process will be completed at the end of each cycle.

The work experience programme is planned and evaluated by the Work Experience Co-ordinator. The programme is monitored at a strategic level by the Headteacher and the Governor designated with responsibilities for Work Experience.

### **Section 7 - Equal Opportunities**

No pupil will be denied a placement for reasons of Race, Religion Special Education Needs or gender. All applications are considered on availability and merit. All gender stereotypes will be challenged in order to facilitate a productive placement for students.

The responsibility for sharing any relevant personal information will remain with parents, who will be informed of this by letter. This includes information about any additional needs including health, learning or social needs in order to make their placement as successful as possible. The school will not share any confidential information of this nature.

### **Section 8 - Safeguarding**

Every effort is made to ensure the safeguarding of pupils whilst on placement. There are specific guidelines around work experience and DBS checks which states that an employer who is offering more than a 10-day placement (whether in a block or over a number of weeks) does not need to provide a DBS check unless:

- The placement is residential
- It is deemed by the school that the young person is particularly vulnerable; or
- There is substantial 1:1 working between the student and a proprietor (substantial is defined as more than ½ day)

### **Section 9 - Relationship to Whole School & National Policies**

This policy relates to the Work Related Learning Policy, the IAG Policy, Equal Opportunities and School Safeguarding Policy. It has been designed using guidance from the Health & Safety Executive ([www.hse.gov.uk/youngpeople/workexperience](http://www.hse.gov.uk/youngpeople/workexperience))

In relation to National Policy, there are a number of key policies that relate to the provision of work experience: The Education Act 1996; Work Related Learning and The Law; The Work Experience Act 1974; The Health and Safety Act 1974.