



## Work Experience Policy

<b>Responsible Board/Committee</b>	Education Committee
<b>Policy Type</b>	School
<b>Policy Owner</b>	Assistant Headteacher
<b>Statutory</b>	No
<b>Publish Online</b>	No
<b>Last Review Date</b>	May 2025
<b>Review Cycle</b>	Annual  This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
<b>Next Review Date</b>	May 2026
<b>Version</b>	1

<b>Date Agreed:</b> <b>May 2025</b>	<b>Date for review:</b> <b>May 2026</b>
<b>Chair of Governing body:</b>  <i>Mcila Smith</i>	<b>Date signed:</b> <b>May 2025</b>

# Work Experience Policy 2025—26 (UPDATED MAY 2025)

## Purpose of this policy

This policy provides a framework to ensure that pupils who take part in work experience as part of their education provision at King Edward VI Northfield School for Girls access placements that are carefully managed, monitored and which provide a safe environment. This includes the organisation of the placement as well as health, safety and safeguarding requirements of all work experience programmes.

## Responsibilities

### Governors

The local governing body will ensure:

- that the health and safety of students is safeguarded throughout work experience placements organised through the school
- that adequate resources are available for safe work experience practices
- that appropriate public liability insurance is in place to cover students and staff involvement, including staff visits (where appropriate) or at least a phone call to the work experience placement during the work experience week

### The Senior Leader with responsibility for Work Experience

The senior leader will ensure that:

- adequate health and safety checks are carried out before allowing work experience to take place
- an appropriate process for organising work experience placements is implemented, including the use of external bodies, where appropriate

### Employer

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

### An employer must consider:

- the layout of the workplace
- the physical, biological and chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed
- risks and assessment of particular agents, processes and work

### Parents/Carers

The school is only able to provide information to the employer that we hold regarding additional educational needs. It is therefore the responsibility of parents/carers to ensure that details regarding additional educational needs are provided to the school as soon as they arise.

Parent/carers should support students on work experience placements, especially in regard to providing transport or meeting transport costs. Out of area placements may incur an additional cost for the Health and Safety check that would need to be carried out by that area provider (which could cost £50-£100 per pupil) If this is the case, the school will cover the cost of the check.

### Students

Students are expected to take reasonable care of their own health and safety, or that of other people who may be affected by their actions throughout the duration of their placement.

Students are expected to cooperate fully with their employer, and behave in a manner befitting their work place, as representatives of the school.

## **Work experience placements**

Before embarking upon school arranged or student arranged work experience we will ensure:

- ensure that all the relevant health and safety checks are carried out. This includes the Employer Liability Insurance
- that students are provided with any relevant information about the employer and the site conditions that may affect their health and safety
- that students have received health and safety instructions and in relation to any risks that they are likely to be exposed to in the course of their placement.
- be provided with any specialist health and safety uniform if required
- that students are provided with details of a school contact who they can contact should they encounter any problems or concerns during their work experience

## **Health and Safety**

The school will not authorise a work experience placement until the relevant health and safety assessments have been completed by Mainframe Engineering Limited. The school does not take any responsibility if a parent/carer allows their child to attend a work experience placement that has not been assessed and approved by Mainframe Engineering Limited. In such circumstances, the parent/carer will be required to take full responsibility for the child's safety and well-being at the placement, as well as any health and safety and insurance implications.

Throughout the placement the school retains a 'duty of care' at all times, and will ensure:

- students are not placed in a working environment where there are significant risks to their health and safety
- students do not work excessively long hours (no more than an 8 hour day, 40 hours per week, 5 days per week), or unnecessarily unsocial hours
- systems are in place to ensure the health, safety and welfare, so far as reasonably practicable, of placements, i.e. health and safety policy, risk assessments, communications and consents
- students are supervised at all times by competent people whilst on work experience
- specific activities that students undertake on a work placement take account of any restrictions and prohibited work aligned to age
- employers are provided with relevant information about students, e.g. their health and factors that might affect their ability to understand and respond to information and instructions about health and safety at work e.g. learning disabilities or language problems

## **Safeguarding**

Our 'duty of care' extends to all students, including those who undertake work experience. To assist in this, we will:

- ensure that employers or training providers hosting our students endorse our safeguarding policy
- identify actions to be taken, when and by whom, if any child protection issues are raised prior to, during or after the placement
- provide students with clear advice and a point of contact at the school in case of problems
- make one phone call to the employer to ensure the student is safe during the work experience week (more frequently if the pupil is identified as vulnerable)

We will consider any potential risks to students to see if any additional safeguards are needed in the case of:

- any student who is vulnerable, e.g. special needs, immaturity, is known to have experienced abuse or neglect, substance misuse.
- any student who is likely to be alone with an adult as part of the work placement, e.g. sole trader, journey person, self-employed person working from home.

## **DBS Requirements**

DBS clearance forms are not required for work experience by the student or the employer as no student is to be left on their own or unsupervised at any time whilst on placement. This is the responsibility of the employer to ensure trained, responsible members of staff are providing mentoring and supervision at all times for the period of the placement.

For those students who are identified as vulnerable due to special educational needs/behavioural issues; they will be mentored at the placement by a qualified member of staff from the school according to their individual needs. The employer will be made aware of this before commencing placement.

## **Work Experience Timeline**

### **Briefing before the placement**

The student will be made aware of:

- health & safety and their responsibility in the workplace
- what to do if unable to attend or if ill
- things to do in certain situations ('What if .....?' scenarios, particularly in relation to Safeguarding issues)

Parents/carers must make employers aware of any health issues-eg

- medical conditions
- learning difficulties
- physical disability
- behavioural needs

### **During the placement**

We will monitor the progress made by an individual student on a placement.

The careers advisor (S. Miles) will make a call to the employer within the first 2 days of the work experience week. This is to ensure the student(s) have arrived, are settled and safe (if the employer has any safeguarding concerns, S. Miles will contact the DSL immediately via email) S. Miles will arrange a suitable visit if any concerns are made to them during any phone calls.

A personal log is completed by the student during the placement to complete. This has fact finding, questions and answers to put to the employer and also a daily diary to complete. Along with this a feedback sheet is completed by the employer and returned to the work experience co-ordinator to evaluate.

We are responsible for the student's attendance on the placement although the employer will need to monitor it for us. Students are required to contact the school if they cannot/does not attend that day in addition the employer will be requested to contact S. Miles via email if the student does not attend.

The student is also required to let their placement know if they cannot attend as they would if they were employed and as common courtesy.

### **Feedback, Evaluation and Review**

There will be a formal review between us and the employer to:

- consider the success of the placement
- identify the student's achievements
- consider how the placement might be improved in the future.
- a reflective practice survey is given out to students on return to evaluate overall experience and how we can improve our provision of work experience.