

Work Experience Policy: Key Stage 4

The purpose of this work experience policy is:

- To ensure that work experience is efficiently planned and conducted so that the safety and welfare of students is paramount at all times.
- To ensure that students have a valuable experience of the world of work and reinforcement of career choices and options.

Work experience responsibilities

Governors and Senior Management

- To ensure that Local Authority guidelines are adhered to and that the obligations outlined are met.
- To ensure that the school has the resources, policy and procedures in place to run a work experience programme. This should include monitoring quality, supporting staff with operational responsibility, liaising with the safeguarding teacher regarding specific issues and concerns and ensuring that work experience is embedded within the curriculum.

Careers Lead:

- To outline to students the importance of work experience for aiding career choices, applying to university and to help secure employment.
- To explain during tutorial periods when work experience will take place, how placements can be found, the timeline of the process and what they should be gaining from the experience.
- To cover how to write letters of application and CV's.
- To support and help those who cannot find a placement through personal contacts and research to find a suitable placement.
- To inform parents by letter and on the website of the key dates, the reasons for work experience and processes involved in work experience.
- To collect paperwork (Careers South west form) from the students outlining the contact details of the placement they wish to attend, signed by a parent or guardian and student to show consent. This also includes a completed health declaration, signed by a parent or guardian and an agreement from the employer that they will follow the CSW guidelines.
- To send school paperwork to employers outlining key contact details and requesting
 information about their provision of insurance and responsibility for the student whilst in
 their care. To request a health and safety form be completed to warn students of any risks
 that need to be considered before undertaking the placement. To provide them with the
 health declaration sheet provided by the student and signed by a parent or guardian. To
 liaise with the SEN teacher, school nurse, school counsellor, Head of Year, Head of Pastoral
 Care or Form Tutor as necessary should there be the need to give specific physical health/
 emotional health/ learning support information to employers if necessary. To keep all signed
 documentation for seven years in line with current legal practice.



- To enter placement details of students doing work experience in Devon and surrounding area onto the Careers South West website and request a safety check of the placement.
- To contact the Business Partnerships of counties outside of Devon to request a safety check.
- To ensure that students out of county complete a form showing where they will be staying and their travel arrangements, outlining any risk above that normally faced on a normal school day.
- To show the list of placements to the safeguarding lead teacher to ensure that all placements are suitable.
- To brief students on health and safety, safeguarding issues, general procedures if ill or late to placement, what to wear etc.
- To look at the issues and dilemmas a student might find whilst on work experience.
- To give students booklets to complete whilst on work experience which record the tasks, skills and activities undertaken whilst on their placements.
- To make sure that each student is visited, or contacted if out of county, whilst on work experience by a member of staff. To make sure that they are aware of how to contact school should a problem arise whilst on work experience.
- To complete an incident or accident form for Careers South West and contact the Head teacher should an event occur.
- To undertake a debriefing with their peers and to the U5 students who will go out next year.
- To ensure all students complete the evaluation section of their work experience booklet.

Parents and or/ carers

• To have an understanding of the processes of work experience and to ensure that placement providers and school have all of the relevant information about the student e.g. health and learning disabilities or any other relevant information. A letter is sent outlining the process and key dates and information can be found on the school calendar and website.

<u>Students</u>

• Students have a duty of care of their own health and safety, and that of others who may be affected by their actions. They need to listen carefully to and follow instructions, use any safety equipment that has been provided and take part in any training offered. They should read the health and safety information outlined by the employer prior to the placement.

Careers South West

We use this establishment to check placements on the school's behalf. Their role is to gain assurances:

- That the employer has systems in place to ensure the health and safety of the student whilst they are on work experience
- That the employer has the relevant insurances in place.
- That work experience is supervised by competent people.
- That the employer understands specific factors relevant to employing young people.
- That the employer is aware of their safeguarding duties.



Work experience processes

- Work experience takes place at the end of the GCSE external exams in Year 11. There is one official allocated week but students can choose to do two if their exam timetable allows this.
- Although not compulsory all students are actively encouraged to take part.
- Students are introduced to the processes and timeline of events at the beginning of the Autumn Term. We consider why it is important to do work experience and what can be gained by undertaking it. They are given a booklet outlining the key dates and suggestions of how to find placements and we discuss this in tutorial time too. The Careers South West website: <u>www.devonlearnaboutwork</u> is used as a source of information. The present L6 come into form rooms to talk about how they found their placement and any useful tips. A letter goes home to parents at this time outlining the work experience process, key dates and costs. Letters of application are introduced in tutorial time and time is given in computer rooms for them to write their letters with staff support.
- The deadline for students to hand in Information about their work placements and their health declaration to the Careers Coordinator is February half term. The forms must be signed by a parent or guardian, the student and the employer.
- All students without a placement are then supported at this point.
- Paperwork is sent out to employers when the information is received from the student. Copies of forms can be found in the appendix.
- Deadlines for safety check requests to Careers South West is 7 weeks before placements. Out of area checks require 14 weeks and London 16 weeks before the placement.
- Students are fully briefed on health and safety, what to wear, the typical working day, what to do if they are ill etc. before going out on work experience.
- All students are contacted whilst on work experience. Those in Devon and nearby counties will be visited, those in London and elsewhere in the UK will be phoned or emailed.
- Debriefing: All students complete a booklet whilst on work experience. They will discuss their placements when they return in the Sixth Form and prepare posters on their experience to present to the Upper 5 in tutorial time. There is a feedback form in their booklets and a reference page from their employer. Feedback from students is used to improve the work experience programme.

Special needs, safeguarding and Disability Discrimination Act

- All placements are checked by Careers South West or the equivalent organisation in the county the student wishes to undertake their placement in. The recommendations made by Careers South West are upheld and a student will be not be allowed to attend a placement they have suggested is not suitable. If a DBS check is deemed essential by EBP we would follow their recommendation. ISI guidance (Commentary 484 2020) outlines that young people on work experience do not usually requite vetting checks themselves.
- The list of placements is given to the SLT member in charge of safeguarding to check and report of any worries or concerns with the placements each student has found.
- The SEN teacher will be contacted if a student needs extra support during their placement.
- Liaison takes place between the school nurse, Head of Year, parent and student if there are medical issues that need to be passed on to the employer. All effort will be made to support a student with disabilities of whatever type.



- Safeguarding issues are covered in a group 'dilemmas' discussion activity and the final briefing before the students go out on work experience. This includes discussion about appropriate behaviour, sexual harassment and what to do if someone discloses information to them i.e. in a primary school.
- Health and safety DVD and activities are a part of the briefing process.
- Students have the school day time phone number and out of hours contacts in their work experience booklets should there be any problems when they are out on work experience.
- Information concerning accommodation and transport arrangements for students out of county is gathered to assess if the risks are greater than in the locality.
- All accidents and incident of note are recorded on a form from Careers South West and submitted to them.

Appendix:

Work experience student sheet Health & safety check for employers Letter to employers

Policy written by:	Donna Lewis	09/06/15
Approved by:	SLT	08/07/15
Renewed annually by:	DL	July 2020
Date for Review:	SLT/DL	July 2021



U5 WORK EXPERIENCE SUMMER 2021

STUDENT'S NAME:	FORM:
HOME TELEPHONE NUMBER:	
PARENT'S MOBILE NUMBER:	
STUDENT'S MOBILE NUMBER:	
STUDENT'S EMAIL ADDRESS:	
A WORK EXPERIENCE PLACEMENT IS POSSIBLE AT:	
DATES OF PLACEMENT:	
PROPOSED CONTACT:	
NAME:	POSITION:
FULL ADDRESS OF CONTACT AT WORKPLACE (INCLU	
 TEL:	MOBILE:
EMAIL ADDRESS	
BRIEF DESCRIPTION OF PLACEMENT:	
PARENT'S SIGNATURE	

PLEASE RETURN THIS FORM TO MRS LEWIS



HEALTH & SAFETY RISK ASSESSMENT

Name of Student: Age as at 1 July 2021:

Parents and students need to know what measures are in place to control significant risks associated with the placement before it begins.

- You are not obliged to provide this information in writing; it could be passed on at a visit of your premises by the student before they come on placement, or on the first day of their placement.
- You may find it convenient, however, to pass written information to the school, who will distribute it to the student and their Parent/Guardian.

Please tick here if it is likely that, as part of their work experience placement, you may need to transport a student by car, on their own

Please complete and sign one of the options below:

- **Option 1** There are no significant risks associated with this placement for this young person (please tick if appropriate)
- **Option 2** The student will be told of significant risks and control measures at a pre-placement visit or on the first day of their placement (please tick if appropriate)
- **Option 3** Please complete the table below:

Significant Risk	Measures in Place to Control	

Signed (Employer)Date:



June 2021

Dear

WORK EXPERIENCE PLACEMENT

In the event of an emergency or if you need to contact the school if you are worried about any aspect of the work experience placement please contact, in the first instance, the school on 01392 273417 and ask to speak to either myself or the Headmistress, Ms Sarah Dunn. After school hours, the Headmistress can be contacted on 07813878293.

I enclose a health declaration form for your information. Please keep this information confidential and in accordance with the new data protection regulations return it to the student on the last day of their work placement.

Thank you once again for offering such a wonderful experience to our students!

Yours sincerely

Mrs D Lewis Careers Tutor



To: Mrs D Lewis, Careers Tutor, The Maynard School

DECLARATION

We confirm that our Employers Liability and Public Liability Policies will cover a pupil on Work Experience, and are in force and that we will inform our Insurers that

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will be undertaking Work Experience with us during

We acknowledge that The Maynard School cannot be held responsible for the actions of this pupil and that we accept responsibility and will provide adequate supervision whilst this pupil is on Work Experience.

Signed:

Date:



Careers South West Safety Check

During our visit to the employer we undertake the following:

- Discuss with the employer and confirm they understand that they have primary
 responsibility for the health and safety of the student and should be managing any
 significant risks. Careers South West will take reasonable steps to satisfy that they are
 undertaking this and which will include confirmation of the arrangements for Health and
 Safety, induction, supervision, site familiarisation, and any protective equipment which
 might be needed.
- Liaise with an employer to record their identified significant risks, thus allowing the
 educational establishment to take these into account when they are placing individual
 students. It is the responsibility of the educational establishment to inform the
 employer/parent/carer of any specific needs or requirements of the student so that the
 employer can adjust their own risk assessments. It is the responsibility of the Employer
 to have risk assessments in place which is discussed with them at the visit
- Discuss with the employer any reportable RIDDOR accident which has taken place in the previous 5 years and the impact this may have on the work placement.
- To identify remedial actions (e.g. have in place Employers Liability Insurance) actions for an employer to address before a student starts a placement.
- To identify development actions (e.g. review a 2 year old health and safety policy) for an employer to address before the next Careers South West visit. Work with an employer to identify and agree how a leaner on a WEX placement will be inducted and supervised and inform the education establishment of this detail.
- Support an employer to understand their practical and legal responsibilities in relation to safeguarding.
- Recommend to an education establishment when a DBS check should be considered.
- Support an employer to consider and identify the type of activities and tasks a young person could do on placement. To capture this information in a work placement 'job description' for dissemination with the education establishment.
- Based on information given and observations made the Work Experience Liaison Officer will assess the overall risk rating of the employers opportunity taking into account their organisational and culture attitude to health and safety as a whole.
- Provide a centrally co-ordinated service to reduce employers receiving repeat assessments from a number of different education establishments.





WORK EXPERIENCE AGREEMENT FORM

Group:				
Placement				
Contest Name:				
Contact Name:				
Line:				
Email:				
Employer Tel:				
parate sheet if				
necessary):				
Dress code:				

As the student named above I agree to:

• Attend this work experience placement and understand that any information obtained about the employer's business is held in confidence and will not be disclosed without the Employer's permission.

• Adhere to all safety, security and requirements identified by the Employer's representatives or by displayed instructions. Signed: Date:

PARENT/GUARDIAN

As parent/guardian of the above named student, I confirm I have read and understood this form and any accompanying documents.



I agree to his/her attending this placement and confirm that: (* Please delete as appropriate)

He/she does not suffer from any medical conditions. *

He/she does suffer from a medical condition which will be shared with the employer, details provided. Date:

Signed:

Name:

EMPLOYER As representative of the employer I agree to the student named above working on my premises in accordance with the Letter of Understanding. We agree to abide by all relevant/current legislation including Health and Safety, Data Protection Act, Sex

Discrimination, Race Relations, Disability and the Children's Act. We will ensure that our Employer's Liability Insurance will be in place to cover the student and will accept or insure against liability for loss, damage or injury caused by the student, in the same way as for paid employees. I understand that all the information provided will be shared in pursuit of educational activities and services and held in accordance with the current Data Protection Act and General Data Protection Regulations (GDPR).

Signed:		Date:	
Name:	Position:		

This work experience is co-ordinated by CSW Enterprise on behalf of local schools and colleges in line with the national curriculum objectives to help young people gain skills for life. (CSW Enterprise is part of CSW Group Ltd).

This form must be signed and returned to the school before the work experience begins.



LETTER OF UNDERSTANDING

Between CSW Enterprise and the Employer providing Education Business Link Activities

OPPORTUNITY

- 1. The learner will carry out meaningful work, as described in the job description discussed. We will ensure that the work will be planned by a responsible person and the learner will receive appropriate induction, instructions and supervision during the period of the work experience.
- 2. Pre 16 and Post 16 students attached to a school's work experience programme will not receive any payment for this work, in accordance with the current Education Act.
- Young Workers Directive limits time to 8 hours a day and max 40 per week, normally these can be between 6am–10pm. CSW Enterprise advises that specific arrangements between the school, parents and employer should be in place for placements that occur outside of 8am-8pm or at weekends. This is particularly important for learners under the age of 16.

HEALTH, SAFETY, WELFARE AND SECURITY

- 4. We recognise that a learner on work experience is regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care. We will ensure that the learner does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied where necessary and instruction given on its use.
- 5. We recognise the need for risk assessments to be carried out for learner before the placement, and that these are communicated to the parent/guardian. Where the significant risks have been recorded on the job description we would expect the Educational Establishment to pass this information onto the learner/Parent/Guardian. We also agree to undertake, monitor and modify risk assessments for the placement to take account of an individual student's capabilities and any changes to working practices.
- 6. We will expect the learner/parent/guardian/Educational Establishment to inform us of any medical or other condition so that we can adjust our risk assessments and/or tasks accordingly.
- 7. In case of absence, accident or sickness we will immediately notify the learner's educational establishment. The learner will have access to welfare and other staff facilities including first aid.

SAFEGUARDING

8. We accept and understand the duty of care in respect of safeguarding of young people and will consider the suitability of staff who works with them. We will disclose staff, where known, who are disqualified from working with children, where appropriate, in accordance with The Criminal Justice and Court Services Act 2000 and Protection of Children Act 1999.

INSURANCE

9. We maintain Employers and Public Liability Insurance policies, as required to indemnify our business. We will ensure that these policies are current, in place for any period during which we have learners on placement and that this will cover the learner. We will (as for any paid employee) accept or insure ourselves against the less, damage or injury caused by the learner whilst a work experience employee of the company.

DATA PROTECTION

- 10. We will safeguard all learner details and keep them confidential in accordance with the current Data Protection Act and in compliance with the General Data Protection Regulations (GDPR and relevant UK registration).
- 11. The learner will be reminded by the Educational Establishment that they must not disclose any information confidential to the Employer without the employers' approval.

STATUTORY OBLIGATIONS

12. The employer agrees to observe all relevant/current legislation, in particular relating to Health & Safety, and legislation in respect sex discrimination, race relations, disability and the Children Act.