

# Work Experience Policy



**DATE OF REVIEW: May 2024**

**DATE OF NEXT REVIEW: May 2025**

## **Aims**

This policy aims to set out the school's provision for pupils who take part in work experience as part of the careers programme they experience and engage with at St Angela's Ursuline School. Pupils who have access to work experience during the academic school year are managed and monitored to provide a safe environment for our pupils. This includes the organisation of or overseeing work experience as well as health, safety and safeguarding requirements of all activities related a workplace setting for our pupils.

Work experience forms an important part of our careers programme at St Angela's Ursuline School. The school promotes the benefits of work experience and aims to:

- Enhance pupils' job opportunities
- Enhance pupils' knowledge of and prepare them for the world of work
- Offer opportunities to develop pupils' employability skills
- Offer opportunities to develop pupils' professional network
- Offer insights into the skills and qualities required by particular sectors and employers
- Provide opportunities for pupils' personal and social development – such as, confidence, motivation, teamwork, leadership, communication, problem solving, reliability and resilience
- Provide pupils with an opportunity to learn about themselves and their career goals and therefore, make informed choices about their future careers

## **Provision**

Work experience is an integral part of our pupils' entitlement to impartial and informed careers guidance and is supported by Gatsby Benchmark 6: Experiences of Workplaces. The Benchmark states:

“Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.”

Schools are expected to offer:

- By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have.
- By the age of 18, or before the end of their study programme, every pupil should have had at least one further experience of a workplace, additional to any part-time jobs they may have

This policy includes this information and shows how our school complies with this requirement.

## **Procedures in Key Stage 4**

The opportunity to one or two consecutive week(s) work experience placement is offered to all pupils in Year 10. Our school works with a local Education Business Partnership (EBP) to link our school with businesses to provide and arrange work experience placements – see Appendix 1. Brokering these links for our pupils empowers them to reach their full potential, realise their ambitions and build fulfilling future careers. This helps support our pupils to learn about work and gain practical experience of the workplace.

## **Procedures in Key Stage 5**

Pupils are encouraged to seek experiences of the workplace in Year 12 and Year 13. The school promotes available opportunities to our pupils through school communications, such as, form time, assemblies, Google classrooms and so on. Through this, our pupils have previously secured work visits, work shadowing and work experience opportunities with local and neighbouring businesses,

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top companies in London, work experience providers, social mobility organisations and experiences delivered virtually. Our help and support enable pupils to explore career opportunities and expand their networks.

All Key Stages have the opportunity to access experiences virtually. For example, Speakers for Schools, Springpod, The Forage and Young Professionals.

Key Stage 4 and 5 pupils are prepared for experiences of the workplace and work experience placements through the careers programme. Examples of activities include:

- Form time activities and tutor-led discussions
- Assemblies
- Informing pupils of news and opportunities
- A range of Internet resources
- Careers lessons embedded in our PSHE Programme, known as, RISE UP days
- Mentoring and/or mentoring programmes
- Support from an in-house Careers professional and an external careers adviser

### **Management and Coordination**

Approval of work experience placements during the school's academic year is the responsibility of the school. The school manages all documentation for work experience placements. These can be sourced through several different methods including personal contacts, school contacts or external provider contacts, such as, an Education Business Partnership (EBP).

Work experience placements forms a part of the school's careers programme and therefore, is organised by the school in line with the school's Careers Guidance Policy, SLT Link for CEIAG and Careers Leader.

The Careers Leader works closely with the SLT Link for CEIAG and school communication systems to ensure there is regular communication through formal meetings, informal conversations, input at assemblies, pupil briefings and information is cascaded to pupils by year group Google classrooms and school emails.

National legislation from the HSE and the DfE will be followed to ensure the health, safety and safeguarding of pupils whilst on work experience placement. The school only authorises placements which have met all of our safeguarding requirements – this can be found [\[link policy\]](#) and Appendix 2.

### **Considerations for the placement provider**

Under HSE guidance (the Health and Safety (Training for Employment) Regulations 1990), pupils on work experience placements are treated as employees for health and safety purposes. The employer provider has the same duty of care to the pupils as it does to its own employees.

The employer provider must ensure that any young person on a work experience placement is protected from any risks which are a consequence of their lack of experience or an absence of awareness of existing or potential risks or the fact that a young person has not fully matured.

An employers' existing workplace risk assessments may already cover the risks that work experience placement pupils may be exposed to. Their existing Employer's Liability Insurance will cover such placements.

### **Assessing the risk**

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Employers are required to have risk assessments for their employees, although small employers (with fewer than five employees) do not have to have them written down. We will ask employer providers to carry out an appropriate workplace induction, which may include undertaking the risk assessments with pupils, in accordance with the HSE guidance:

- For placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the pupil, we consider that existing arrangements for other employees should suffice.
- For environments with risks less familiar to the pupil (e.g., in light assembly or packing facilities), we will ask the placement provider to make arrangements to manage the risks. We consider this should include induction, supervision, site familiarisation, and any protective equipment needed.
- In addition to this, we will ask that the risk assessments take into account the pupil's potential inexperience, lack of awareness of risks and their stage of development. Where it is appropriate to do so, relevant information (such as a care plan) may be sent to the employer to allow them to consider how best to provide safe methods of working. The advice of the SENCo, Head of Year, Medical Welfare Officer and other relevant staff shall be sought in such cases before information is sent from the school.
- We request that the employer provider brief pupils on their first day of induction on health and safety; how to identify hazards and control measures that can be put in place to reduce risk of injury or accident.

### **Safeguarding**

Our Child Protection and Safeguarding Policy outlines the school's procedure for checking the identity and suitability of those that provide work visits, work shadowing and work experience placements. Therefore, all access to pupils granted to employer providers within the framework of this policy is subject to the processes set out in the school's Child Protection and Safeguarding Policy. All employer providers will be expected to adhere to these requirements at all points when in contact with pupils. For ease, employer providers can access it [here](#).

To assist in this, the school will:

- Ensure employer providers hosting our pupils will be given guidance and comply the safeguarding policy prior to the commencement of the work experience placement – see Appendix 2
- Identify actions to be taken, when and by whom, if any child protection and safeguarding issues are raised prior to, during or after the placement
- The school will provide pupils with clear advice and a point of contact at the school in case of any problems or issues whilst on work experience

The school will consider any potential risks to pupils to see if any additional safeguards are needed. For example:

- Any pupil who is vulnerable. For example, special educational needs, immaturity, is known to have experienced abuse or neglect and so on.
- Any pupil who is likely to be alone with an adult as part of the work experience placement. For example, sole trader, journey person, self-employed person working from home.

Guidance from the Disclosure and Barring Service (DBS) and the Department for Education in the document "Keeping Children Safe in Education" indicates:

- Pupils below the age of 16 cannot have a DBS check undertaken for work experience by the pupil or employer provider as no pupil is to be left on their own or unsupervised at any time whilst on a work experience placement.

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- This is the responsibility of the employer provider to ensure trained, responsible members of staff are providing mentoring and supervision at all times for the period of the work experience placement.
- For those pupils 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 (SENCo) according to their individual needs. The employer will be made aware of this before commencing placement.

Therefore, DBS checks cannot be carried out on children under the age of 16. This means that anyone aged 16 or over can be DBS checked for positions that require it.

### Complaints

Any complaints received from a pupil, a pupil's parent/carer, employer provider or related to the Work Experience Policy can be raised following the school complaints procedure [here](#) or directly to the SLT Link for CEIAG and Careers Leader.

### Links to other policies

Careers Education, Information, Advice and Guidance (CEIAG) Policy – to be linked

Provider Access Policy – to be linked

[Child Protection and Safeguarding Policy](#)

### Monitoring and review

St Angela's Ursuline School's arrangements for work experience are monitored by:

SLT Link for CEIAG	Careers Leader
Stephanie Fontaine Assistant Headteacher 020 8472 6022 <a href="mailto:stephanie.fontaine@stangelas-ursuline.co.uk">stephanie.fontaine@stangelas-ursuline.co.uk</a>	Hannah Li Careers Coordinator 020 8472 6022 <a href="mailto:hannah.li@stangelas-ursuline.co.uk">hannah.li@stangelas-ursuline.co.uk</a>

This policy statement will be reviewed annually by the SLT Link for CEIAG and Careers Leader. Following each review, the policy statement will be approved by the Senior Leadership Team and the relevant Governing Body.

## Appendix 1

### Year 10 Work Experience through an Education Business Partnership

**Need to check with Carley if this format was delivered this year.**

- Two Assembly sessions
  1. An Introduction to Work Experience
  2. Making Work Experience Choices – the session prepares pupils to make their initial choices of the type of placements in order of preference.
  3. The school delivers a third briefing assembly, prior to the pupils going out on their placement, which reiterates the importance of work experience and its benefits. This assembly will also be used to provide clear advice and a point of contact if any problems or issues arise regarding health and safety in the workplace and safeguarding concerns.
  4. The school will reinforce these messages in the final few days before the pupils go out on placement, through the school's pastoral system.
  5. For pupils completing experiences of the work place, such as, work visits, work shadowing and work experience, pupils are briefed and parents/carers complete consents for all placements which are delivered via school partnerships in school time.
- Pupils then have access to career computer programmes, they look at the job descriptions supplied by the Education Business Partnership for their chosen type(s) of placement, make their choice of placement and complete their selections.
- Pupils also have the option of self-placement – this means they approach organisations themselves to arrange their own placement. In this case, the pupils and their chosen employer must complete an Own Find Form.
- If the placement requested by a pupil subsequently proves to be unobtainable, the Education Business Partnership will endeavour to secure a similar placement with another organisation in accordance with any preferences expressed by the pupil.
- When the Education Business Partnership has secured a placement, an Agreement Form is sent through the Careers Leader for signature by the pupil and their parent/carer and then returned to the Education Business Partnership.
- Each pupil is issued with a Work Experience Handbook issued by the Education Business Partnership.
- All pupils who access the Education Business Partnership Work Experience Programme will be asked to evaluate and reflect on their experiences immediately after they return from their placements. This will take place through, but will not necessarily be limited to, a formal evaluation and other reflective work through the school's pastoral system.
- As soon as the placement is fixed, pupils are asked to contact their work experience placement employer to arrange a visit for an informal interview.
- During the placement each pupil is visited by a member of staff from the school to assess the pupil's performance in the workplace and the suitability of the placement; the member of staff completes a Report on Work Experience Visit Form and returns it to the Careers Leader.
- On returning from their work experience placement, s will take part in a session entitled After Work Experience, through which pupils will share and evaluate their experiences, complete their work experience diaries, write a letter of thanks to their employer and give impressions of their placement by completing a Pupil's Report On Placement Evaluation Form and the Education Business Partnership Evaluation Form.

## **Appendix 2 - Safeguarding Work Experience Guidance and Procedure**

### Employer Guidance

#### Positive role models

During the work experience, the employer provider and its employees acts in a mentor capacity and therefore needs to act as an appropriate role model with due regard for appropriate conduct with learners. It is therefore important to:

- Act as an appropriate role model
- Value a learner's contributions and opinions
- Encourage them to reach their desired goal
- Listen to the learner and discuss relevant topics

It is also important that work experience placement supervisors are not put in a vulnerable position, so it is suggested that where possible, liaison with learners should:

- Take place in an open space with other people present where possible
- Be within appropriate working hours
- Consider if questions asked about personal or family life are of an appropriate nature

#### Disclosure from a learner

If you have concerns about the protection of a young person you are working with (for example something the learner has said) then immediately contact the school Safeguarding Team.