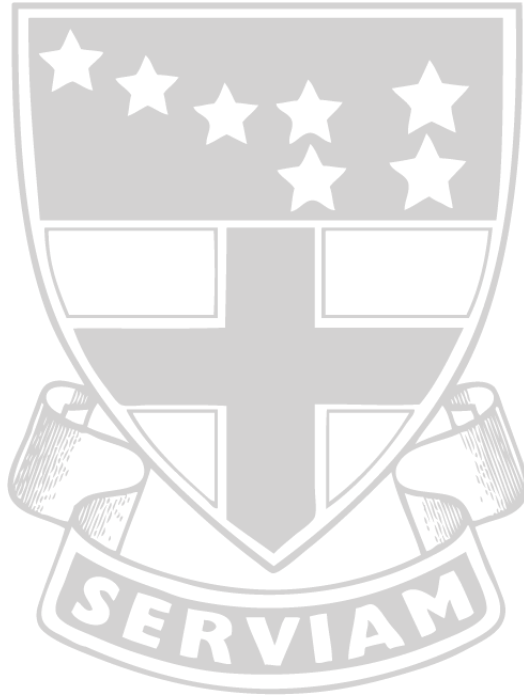


Work Experience Policy



Date of Review: May 2026

Date of Next Review: May 2027

1. Introduction

Students take part in work experience opportunities as part of the Careers Curriculum they experience and engage with at St Angela's Ursuline School. The provision aims to help students become more aware of their career choices, understand what they want and seek help and support in their next steps. This helps our students demystify careers, broaden their knowledge of career routes, meet and engage with employers – all vital to help them transition from education to employment. We hope our offer will help students make informed choices, improve career readiness and employability.

2. Aims of Work Experience

Our work experience programme aims to:

- Enhance students' understanding of the workplace
- Develop employability skills, including communication, teamwork and problem solving
- Build confidence and independence in a professional setting
- Provide an opportunity to apply skills learned in school in real world environments
- Support personal growth, including resilience, time management and decision making
- Prepare students for future career choices and adult life

3. Provision

Work experience is supported by Gatsby Benchmark 5: Encounters with Employers and Employees and Gatsby Benchmark 6: Experiences of Workplaces. In particular to Gatsby Benchmark 6:

“Every learner should have first-hand experiences of workplaces 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 meaningful experiences of workplaces.
- By the age of 18, every pupil should have had at least one further meaningful experience.

In addition to this, under the new framework for Modern Work Experience (2025), schools must provide experiences of the workplace from Year 7 onwards. Key Stage 3 experiences should be age-appropriate employer encounters and workplace activities, with some delivered virtually where appropriate. Key Stage 4 and 5 experiences should be workplace-focused, with some delivered virtually where appropriate. However, virtual experiences should supplement, rather than replace, in-person workplace experiences, ensuring alignment with individual student goals and career aspirations.

Minimum requirements:

- Students must complete a minimum of 10 days of workplace experience by the end of Year 11
- Supplementary workplace opportunities will be provided through Years 12 and 13

Partnership approach:

We are working in partnership with our employer partnerships, Inspire and the Local London Hub to ensure our work experience programme delivers opportunities that are:

- Inclusive and equitable for all students
- High-quality and meaningful
- Appropriately planned, delivered and evaluated

This framework enables us to systematically plan, deliver and evaluate placements, ensuring every student – regardless of background or need – develops the skills, confidence and insights required to succeed in the world of work.

All Year 10 students undertake work experience placements through our partnership with [Inspire](#). Inspire sources placements, conducts health and safety checks, completes risk assessments and ensures safeguarding compliance. All students undertake structured preparation delivered through assemblies, form time and our RISE UP programme. This covers professional conduct, health and safety awareness, safeguarding procedures and strategies for maximising learning from the experience. Students with SEND receive additional tailored support to ensure they can fully benefit from their work experience, in line with the SEND Code of Practice which requires schools to "raise the career aspirations" of students with special educational needs and "broaden their employment horizons."

Sixth form students are encouraged to seek work experience opportunities aligned with their career aspirations and post-18 pathways. Work experience can take place at any point during the academic year, excluding periods of planned assessments, mock examinations and national examinations. Students can access various forms of work-related learning, including internships, work shadowing, volunteering placements and extended work placements. The school also promotes opportunities through partnerships with our alumni network, universities, employers and external organisations including Young Professionals, Uptree and Futures for All. Students are also encouraged to identify opportunities independently, with support from the sixth form team and careers team.

Other year groups are permitted to undertake work experience opportunities outside of the school day and/or during the school holidays.

4. Management and Coordination

The organisation of work experience is managed by the SLT CEIAG Link and Careers Lead. This includes overseeing health and safety, risk assessments and safeguarding requirements of all activities related to a workplace setting for students. Sometimes, this will be in partnership with work experience providers, external organisations and employers.

5. Safeguarding

The safety and wellbeing of our students are paramount. All work experience placements will adhere to strict safeguarding protocols as outlined in our Child Protection and Safeguarding Policy in accordance with the Department for Education's Keeping Children Safe in Education guidance.

Should any safeguarding issues arise, work experience providers, external organisations and employers must immediately contact the Head of Year and Careers Lead and/or Designated Safeguarding Lead Team.

6. Health and Safety Considerations

Before the start of any work experience placement, work experience providers, external organisations and employers should:

- Where necessary, review and/or carry out risk assessments that considers the specific needs of the student
- Ensure the student is aware of health and safety procedures
- Offer an induction or pre-visit where relevant to familiarise the student with the workplace environment
- Make necessary adjustments regarding each student's needs and any adjustments required to ensure a safe and supportive placement

7. Employer Expectations

Employers hosting work experience students from St Angela's Ursuline School are expected to:

- Have employer's liability insurance
- Understand they have the main responsibility for student health and safety
- Understand that under the health and safety law, work experience students are considered employees, like any other young person employed
- Review and/or carry out risk assessments, where necessary
- Ensure the student has received a thorough induction or pre visit covering health and safety, including fire safety, first aid and any specific risks associated with the workplace
- Communicate any changes or adjustments to the school and/or provider where the school/provider are otherwise not aware of
- Be aware of the school's safeguarding procedures, including how to report concerns
- Communicate any concerns or issues to a designated member of the school staff and/or provider. Currently, this is the Head of Year and Careers Lead.
- Assign a designated supervisor to oversee the student's work and provide support
- Provide a safe and supportive environment tailored to the individual needs of the student
- Assign suitable tasks and responsibilities that are appropriate to the student's ability and development
- Offer feedback to both the student and the school/provider on progress, skills development and any areas for improvement
- Participate in the school's/provider's work experience placement visit during the placement to assess the student's progress and provide feedback

8. Work Experience Providers and External Organisations

Work experience providers and external organisations working with St Angela's Ursuline School are expected to:

- Take reasonable steps to satisfy themselves and the school that any work-related risks to a student are managed by the employer
- Ensure employers have employers' liability insurance and that it covers work experience students as employees
- Ensure employers have given a thorough induction or pre visit covering health and safety, including fire safety, first aid and any specific risks associated with the workplace
- Ensure a designated supervisor has been assigned to oversee the student's work and provide support
- Ensure employers provide sufficient quality work experience placements

- Ensure the employer is made aware of the school's safeguarding procedures, including how to report concerns
- Ensure the employer is aware of the school's monitoring visits during the placement to assess the student's progress and provide feedback
- Communicate any changes or adjustments to the school where the school are otherwise not aware of
- Communicate any concerns or issues to a designated member of the school staff. Currently, this is the Head of Year and Careers Lead.

9. Student Expectations

Students participating in work experience are expected to:

- Attend the placement punctually and follow the workplace's rules and procedures as stated on the official paperwork they receive
- Maintain good attendance for the duration of the placement
- Take responsibility for their behaviour and interactions while at the placement
- Ensure they complete their work experience log book
- Communicate any changes or adjustments to the school where the school are otherwise not aware of
- Communicate any concerns or issues to a designated member of the school staff. Currently, this is the Head of Year and Careers Lead.

10. Monitoring visits

All work experience providers, external organisations and employers must agree to allow access to a designated member of school staff to conduct at least one monitoring visit during the placement. This visit enables us to check on student welfare, discuss progress with the supervisor and ensure the placement meets our quality standards.

11. Complaints

Any complaints received from a student, a student's parent/carer, work experience providers or employers 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.

12. Links to other policies

This policy links to the following policies:

- Careers Education, Information, Advice and Guidance (CEIAG) Policy
- Provider Access Legislation Policy
- Child Protection and Safeguarding Policy

13. Monitoring and review

This policy, the information included and its implementation are monitored and reviewed by the school and Governing Body.

School Governing Board CEIAG Link	C Foley
Senior Leadership Team CEIAG Link	C Davies
Careers Lead	H Li
Enquiries can be made to the Careers Team	

Monitoring

This Policy is monitored by the Headteacher and Senior Leadership Team of St Angela's Ursuline School. Specialist staff related to the policy area also monitor its use and suitability making recommendations for development when the need arises.

Evaluation

The evaluation of the effectiveness of this policy is undertaken by the Governing Body of St Angela's Ursuline School as set at Governing Body meetings within a framework of annual/biannual compliance checks