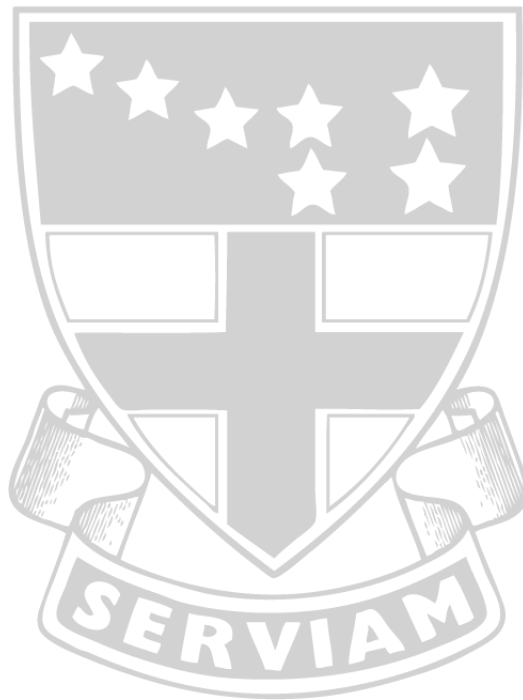




Work Experience Policy



DATE OF REVIEW: May 2022

DATE OF NEXT REVIEW: May 2023

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Introduction

Work experience is an integral part of our students' entitlement to CEIAG (Careers Education, Information, Advice and Guidance) and this clearly supports Gatsby Benchmark 6 "Experiences of Workplaces" which 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.

Work experience gives young people vital insights into the world of work, encourages them to aspire to great things, and help them to prepare for their future. It bridges the gap between school, college and work and helps young people make decisions about their future and develop new and existing skills.

The opportunity to participate in work experience is provided to all students by the end of their compulsory years. Students are encouraged to find placements linked to career paths that suit their interests, skills and strengths with the absence of stereotypes, which are actively challenged.

Students with Special Educational Needs or Disability (SEND), or any other additional needs, will be supported appropriately through liaison with parents and relevant staff i.e. the Special Educational Needs Co-ordinator (SENCO) and the placement provider.

Our aims

Work experience should:

- Enhance students' knowledge of the world of work
- Develop students' employability skills
- Provide an insight into the skills, qualities and attitudes required by particular sectors and employers
- Provide opportunities for personal and social development – including self-confidence, time management, personal organisation and resilience
- Help prepare students for the world of work
- Enable students to make cross-curricular links
- Support the School's CEIAG provision
- Provide students with an opportunity for self-evaluation

Provision

The opportunity for a work placement is offered to all Year 10 students and work experience opportunities are offered to Year 11/12/13 students in school holidays via major employers, work experience providers and social mobility organisations.

Procedures

- Work experience is organised by the School Careers Adviser/Co-ordinator and forms part of the Careers Education and Guidance programme.
- The School Careers Adviser/Co-ordinator works closely with the Deputy Head SLT Careers lead, Heads of Year and form tutors; there is regular communication through formal meetings, informal conversations, input at Assemblies, student briefings and information is cascaded to students by year group google classrooms and school email.
- Year 10 Placements take place for one or two consecutive weeks as arranged
- Year 10 placements are arranged with employers by the 15BillionEbp
- Year 12/13 placements are organised through a variety of employers and organisations
- Virtual work experiences for Year 10, 11+ 12 + 13 is organised via Speaker for Schools and Young Professionals
- Preparation of students is mainly carried out through the careers programme and is delivered by careers adviser/co-ordinator with support from Form tutors. The School Careers Adviser/Co-ordinator is available to the student's for any queries or problems they may encounter.

Year 10 whole Year Group Work Experience via Newham 15Billion EBP

- Two Assembly sessions 1/ *An Introduction To Work Experience* 2/ Making Work Experience choices prepares Year 10 students to make their initial choices of type of placement in order of preference.
- Students then have access to career computer programmes, they look at the job descriptions supplied by the 15BillionEbp for their chosen type/s of placement, make their choice of placement and complete their selections.
- Students also have the option of approaching organisations themselves to arrange their own placement and presenting an *Own Find* form duly completed by the employer and the students themselves.
- If the placement requested by a student subsequently proves to be unobtainable, 15BillionEbp will endeavour to secure a similar placement with another organisation in accordance with any preferences expressed by the student.
- When 15BillionEbp has secured a placement, an *Agreement* form is sent through the School Careers Adviser for signature by the student and her parent / carer and then returned to 15BillionEbp.
- Each student is issued with a *Work Experience Handbook* issued by 15BillionEbp.

- As soon as the placement is fixed, students are asked to contact their work experience employer to arrange a visit for an informal interview.
- During the placement each student is visited by a teacher from the school to assess the student's performance in the workplace and the suitability of the placement; the teacher completes a *Report on Work Experience Visit* form and returns it to the School Careers Adviser.
- On returning from work experience students will take part in a session entitled *After Work Experience*, through which students 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 *Student's Report On Placement* evaluation form and the 15BillionEbp evaluation form.

Management and coordination

Approval of School time work placements is the responsibility of the School and the School manages all documentation for placements. They can be sourced through a number of different methods including personal contacts, school contacts or external provider contacts, e.g. 15Billion Educational Business partnership.

National legislation from the HSE and the DfE will be followed to ensure the health, safety and safeguarding of students whilst on work experience. The School only authorises placements which have met all of our safeguarding requirements (see below).

Considerations for the placement provider

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

The provider must ensure that any young person on 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 students may be exposed to. Their existing Employer's Liability Insurance will cover such placements.

Assessing the risk

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 placement providers to carry out an appropriate workplace induction, which may include undertaking the risk assessments with students, 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 student, we consider that existing arrangements for other employees should suffice.

- For environments with risks less familiar to the student (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 student'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.

Briefing our students in school:

- For Year 10 work experience via 15 BillionEbp The school delivers a third briefing assembly, prior to the students going out on placement, which reiterates the importance of work experience and its benefits. This assembly will also be used to explain about health and safety in the workplace and confirms the procedure for raising any health and safety, as well as safeguarding concerns.

For Year 11, 12 + 13 work experiences students are briefed and parents complete consents for all placements which are delivered via school partnerships in school time

- The school will reinforce these messages in the final few days before the students go out on placement, through the pastoral system (tutor time).

- We request that the placement provider brief students 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 students

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.

All placement providers will be given guidance prior to the commencement of the placement (see appendix 1) which highlights good practice for safeguarding staff and how to report a safeguarding concern

Monitoring and evaluation

All students who access the 15 BillionEbp 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 pastoral system.

In addition, the work experience programme is reviewed by the Deputy Head (Careers Lead) and the school Careers Adviser responsible for work experience. This review is based on evidence from students and placement providers and will be presented to the SLT and the Governors as part of the CEIAG reporting procedures.

- All reports on placements completed by students and teachers are studied carefully and any entry causing concern is further investigated so that appropriate action can be taken.
- Any complaint received from a student or their parents / carers is fully investigated and appropriate action taken.
- Any concerns about specific placements are notified to 15BillionEBP.
- Informal comments from students about the organisation of work experience are very welcome and taken into account in any revision of procedures.
- Students are asked to evaluate the organisation as part of the session entitled *After Work Experience*.
- A *Monitoring and Evaluation of Work Experience* form supplied by the 15BuillionEBP is completed at the end of each period of work experience.
- All procedures are reviewed annually.

The review will also:

- Consider the extent to which the programme meets the stated aims
- Consider any health and safety issues that have arisen, including from the induction provided
- Calculate the percentage of students arranging their own placement
- Calculate the percentage of students completing a placement
- Consider reasons for failure to complete a placement
- Identify areas for improvement, which will be incorporated into the CEIAG development plan.

Safeguarding Work Experience Guidance and Procedure

Employer Guidance:

Positive role models: During the work experience, the employer 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 and
- Listen to the learner and discuss relevant topics

It is also important that work experience 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.