



# **Hardenhuish School Work Experience Policy**

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Manager**



# Hardenhuish School

## Work Experience Policy

### 1 INTRODUCTORY STATEMENT

Work experience is an integral part of all our pupils' entitlement to careers education at Hardenhuish School. The key aim of this programme is to prepare all our pupils for working life. Through work experience we expect our pupils to enhance their knowledge of the world of work and their own employability. This is regardless of their race, gender or ability. The programme is one part of a whole-school commitment to partnership between education and the workplace.

Hardenhuish School embraces flexibility in learning. Work experience programmes help raise parity of esteem for each diverse group and enable pupils to make cross-curricular links with their individual study programmes. Pupils are prepared for work experience through modules taught in PSRE lessons. Health and Safety management is key to these lessons as well as a clear understanding of the high levels of expectation throughout their experience.

Work experience is compulsory for Year 10 pupils and also for those pupils undertaking alternative provision courses through Year 11. These placements are organised and managed under the direction of the Careers and Transition Manager. Where a health and safety check is required, it is undertaken by an external provider who is contracted by the School.

### 2 OBJECTIVES

Work experience contributes to the achievement of the following work-related learning objectives:

- raising standards of achievement for all;
- developing pupils' employability and key skills;
- enhancing careers education and guidance;
- increasing awareness of vocational courses;
- promoting an understanding of the economy, enterprise and personal finance;
- understanding structure and operation of business;
- developing personal and social education;
- developing active citizenship;
- providing a work related context for the National Curriculum;
- providing pupils with the means for self-evaluation through the use of a work experience diary.

Work experience also achieves learning outcomes linked to wider transferable skills including:

- pupils learning to work co-operatively with a range of different people;
- pupils learning to present themselves confidently in a range of different situations;
- providing opportunities for pupils to take responsibilities;
- pupils learning to be aware of how others see them and to manage praise and criticism in a positive way;
- pupils learning to be aware of how to assess and develop their personal qualities and key skills;
- pupils developing organisation, time management and life skills.

### 3 MANAGEMENT AND CO-ORDINATION

#### a) Scheme Approval

Approval of work experience programmes is the responsibility of the School. Following consultation with schools/academies and learning centres, the Local Authority was unable to provide a viable and sustainable coordinated service. Therefore responsibility for managing and authorising placements lies with Hardenhuish School; our internal insurance does not cover pupils who are off site for work experience. Changes to the Health and Safety Executive (HSE) guidance relating to pupils on work placement emphasises that employers should treat pupils as a young employee and are therefore responsible for the insurance and health and safety of the pupils on placement. The School's responsibility is to ensure that employers are aware of this and have the appropriate insurance in place.

Through the external support of Swindon Training, we will perform checks for high and, where appropriate, medium risk placements to ensure employer premises and tasks pupils are asked to perform are appropriate. Low risk placements (such as offices for example) will be called by the Schools' Work Experience Administrator to confirm appropriate measures have been implemented. 'Out of area' placements, defined as workplaces greater than 20 miles from the School's postcode, can incur an extra cost for the health and safety check when undertaken by Swindon Training which is paid for by the parents of the pupil concerned. In some cases, such as when it is not possible to carry out a health and safety check, it may not be possible to facilitate an out of area placement. National legislation and guidance will be followed to ensure the health, safety and safeguarding of pupils. These placements are organised and managed under the direction of the Careers and Transition Manager with health and safety checks undertaken by Swindon Training. The School therefore only authorises placements that have been officially checked; any other placements are at the parents' own risks.

## **b) Health and Safety**

Pupils on work experience are classed as employees for health and safety purposes. This means employers owe a duty of care to the pupils, just as they do to any employee. Employers' existing workplace risk assessments may already cover the risks that work experience pupils may be exposed to; in the case that they do not our external provider, Swindon Training, will support employers to adhere to the requirements of supporting a placement. Their existing Employer's Liability Insurance will cover pupils and records that this documentation has been checked will be stored by the School until the pupil reaches the age of 25 years old.

Hardenhuish School retains a 'duty of care' at all times, and will ensure:

- Placements are vetted, in accordance with Health and Safety Procurement Standards (HASPS) by a trained and competent person through Swindon Training.
- We will ensure our pupils are matched carefully to the placement and support the pupil when they are on a placement; taking into account any additional needs they may have.
- Any additional safeguarding issues are taken into account and action taken to ensure pupil safety.
- Our pupils are prepared and briefed about health and safety and understand how to identify hazards and the sort of control measures that can be put in place to reduce the risk of injury or accident.
- Our pupils develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience.
- That a named contact (Careers and Transition Manager or Careers and Work Experience Administrator), is available during the times when pupils are on placement. This will include the period between the school closure and the start/end of the business day.
- Systems are in place to ensure the health, safety and welfare, so far as reasonably practicable, of placements, in collaboration with parents i.e. H&S Policy, risk assessments, communications and consents.
- Any contracted work experience organisation will ensure the specific activities that pupils undertake on a work placement take account of any restrictions and prohibited work aligned to age.
- We will remain aware of legislation and guidance documents relating to work experience published by the Department for Education and the Health and Safety Executive and update this policy as appropriate. In line with Health and Safety Executive guidance, we will not offer work experience overseas.

## **c) Safeguarding**

A work experience safeguarding booklet is sent to employers which defines safeguarding and states that any concerns regarding the abuse, harm and neglect of pupils/students on work experience must be reported immediately to school who will then inform the Designated Safeguarding Lead (DSL). When employers are phoned prior to a placement they are asked to confirm that they have read and understood the safe guarding booklet. School staff that visit a pupil/student on work experience are asked to report any safeguarding concerns to the DSL. It is not a national requirement for employers and employees in work experience settings to be Disclosure and Barring Service (DBS) checked.

## **c) Implementation – Year 10**

- In Term 1, the work experience application process is first explained to pupils in a special assembly and tutor time. Parents are sent a letter which outlines the work experience procedures and invites parents and pupils to a dedicated Parent Information, Advice and Guidance meeting in Term 1 or 2 when further information is disseminated.
- Pupils are encouraged to take an active role in seeking out their own placements and will be supported by the Careers and Transition Manager and Careers and Work Experience Administrator, Tutors and Pastoral and Learning Manager to seek a placement. Details of placements are firstly vetted by the Careers and Work Experience Administrator before health and safety checks are undertaken by Swindon Training. Pupils will be encouraged to obtain placements within the health and safety check local areas; however where this is not possible prior to a check being completed a cost will be identified with Swindon Training and parents notified that they will be responsible to meet this cost.

- Any cancellation of placements after confirmation has been given will result in an administration fee to be passed to the parent.
- Tutors guide pupils through the initial preparation procedures in selecting suitable placements. All tutors are trained through tutor team meetings in guiding, matching and selecting as well as supervisory visits.
- The school reserves the right to refuse placements that are considered to be unsuitable or not age appropriate.
- Pupils are discouraged from choosing a work experience placement where they are already working, or where they would be working with people they know. Placements in primary or secondary schools are not approved for Year 10 pupils because these settings are already familiar to pupils and do not provide an experience of the wider world of work.
- Prior to the placement, the Year 10 Tutors and the Social, Moral, Spiritual, Cultural Education (SMSCE) Team delivers a programme of study outlining health and safety issues, the need for disciplined behaviour in the work place and the expectation that the pupils complete their work experience diary.
- Pupils will work a maximum of 37 hours in a week perhaps involving non-office hours if this ensures a fuller range of opportunities. During the placement the pupil is under the direct supervision of a nominated employee of the host company. Pupils must not receive pay. The number of employees should be at least 5.
- Teachers and teaching assistants aim to visit all pupils during their experience. Where possible, a pupil will be visited once by the pupil's tutor, although geographical location may mean that a different teacher known to the pupil may undertake the visit. Where pupils have taken placements out of the County, telephone calls are made to employers and parents are contacted to see how their child is progressing, so that any problems can be addressed. On each visit staff should take a work experience report form and use it as the basis for conversation with the employer. If there are any causes for concern these should be referred immediately to the Careers and Transition Manager.
- Should a problem arise during a placement, or a complaint received from an employer, pupil or parent, the matter is investigated by the Careers and Transition Manager appropriate action will be taken which may involve the placement terminating if health and safety in the work place is compromised. In the event of an emergency, pupils, parents and employers can contact the Careers and Transition Manager by phoning the main school telephone number between 8:30am-4pm. Outside of these hours, the published school mobile phone number should be used between 8am-10pm during the school work experience week.
- A letter of thanks is sent from both the pupil and the school to all employers. This letter is written in school as a part of the pupil debriefing process at the end of Term 6.

#### **d) Implementation - Extended Placements**

In some circumstances, pupils in Years 10 and 11 will be partially withdrawn from their GCSE programme to undertake extended work experience on a part time basis in conjunction with their remaining GCSE studies. Such pupils are identified by Learning Managers, and are often completing vocational learning pathways. Approval to enter these pupils for the extended work experience programme is sought from Learning Managers and reviewed with a member of the Leadership Team to decide each individual's suitability.

Due to the nature of extended placements the Careers and Work Experience Administrator will oversee the work experience placement, and will:

- Arrange for a member of staff to visit the pupil at least once during their placement. This visit is to check that the pupil is completing agreed tasks when the placement commenced, and to regularly review and evaluate the placement.
- Put in place a mechanism for reporting any concerns with the placement to the school or other appropriate person.
- Ensure that if a pupil continues to be committed to their original chosen vocational area, every effort is made for them to experience more than one setting. Where a pupil changes their mind about a vocational area, clearly a new placement should be identified.

#### **e) Implementation - Year 12**

- Similar to Year 10, the work experience application process is explained to Year 12 students in a dedicated assembly and tutor time during Term 1. Parents are sent a letter which outlines the work experience procedures and further details are provided at a Parent Information, Advice and Guidance meeting.

- It is each student's responsibility to take an active role in seeking out their own placements with the support of the Careers and Transition Manager, Tutors and Pastoral and Learning Manager.
- Once an employer has agreed to offer a placement, they must then complete a Work Placement Form, available from the Sixth Form Centre and the school website. The form must be signed by the employer, student and the student's parent, before returning to the Work Experience Administrator by the published deadline. Note that forms for placements located more than 20 miles from the school must be returned earlier to allow time for out of area Health and Safety check as necessary. Details of placements are firstly vetted by the Careers and Work Experience Administrator before health and safety checks are undertaken by Swindon Training. Students will be encouraged to obtain placements within the Health and Safety check local areas; however where this is not possible prior to a check being completed a cost will be identified with Swindon Training and parents notified that they will be responsible to meet this cost.
- Any cancellation of placements after confirmation has been given will result in an administration fee to be passed to the parent.
- The Sixth Form Team guide students through the initial preparation and procedures in selecting suitable placements. All tutors are trained through tutor team meetings in how best to support students in the work experience process.
- Students are discouraged from choosing a work experience placement where they are already working, or where they would be working with people they know. The number of employees should be at least 5.
- At least three weeks before the work experience placement, students are expected to call the employer to finalise arrangements such as working hours and uniform. Placements run during a dedicated work experience week, typically towards the end of Term 6.
- Students will work a maximum of 37 hours in a week perhaps involving non-office hours if this ensures a fuller range of opportunities. During the placement the student is under the direct supervision of a nominated employee of the host company. Students must not receive pay. The Sixth Form Team aim to visit all students during their experience. Where students have taken placements out of the County, telephone calls are made to employers and parents are contacted to see how their child is progressing, so that any problems can be addressed. On each visit staff should take a work experience report form and use it as the basis for conversation with the employer. If there are any causes for concern these should be referred immediately to the Careers and Transition Manager.
- Should a problem arise during a placement, or a complaint received from an employer, student or parent, the matter is investigated by the Careers and Transition Manager. Appropriate action will be taken which may involve the placement terminating if health and safety in the work place is compromised. In the event of an emergency, students, parents and employers can contact the Careers and Transition Manager by phoning the main school telephone number between 8:30am-4pm. Outside of these hours, the published school mobile phone number should be used between 8am-10pm during the school work experience week.

#### 4 REVIEW, REVISION AND THE SCHOOL DEVELOPMENT PLAN

The Careers and Transition Manager reviews the programme on an annual basis. This review, which includes evidence from a thorough pupil and pupil evaluation of their experiences, is presented to the Leadership Team and in turn to the Governors. This review:

- analyses the extent to which the current programme meets the stated aims and objectives along with national and County quality standards;
- examines any health and safety issues which may have arisen;
- analyses the nature of completed placements, including the type of employers, geographic distribution and the proportion of placements arranged independently by pupils compared to those from the on-line package;
- identifies areas for improvement which will be incorporated within the work-related learning section of the School Plan;
- links the pupil evaluation to the learning outcomes to ensure that the school is best able to measure the impact of the programme.