



# Warden Park

'The Best From All'

Headteacher: Jonathan Morris, BA (Hons) NPQH

## Work Experience Policy

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**Committee :** Pastoral and Safeguarding  
**Director :** Chair (Mr R Tapping)

# Work Experience Policy

## 1. AIMS AND OBJECTIVES

- 1.1. As part of their ongoing careers education, Year 10 students are expected to undertake a week of work experience of their choice during Enrichment Week. Work Experience is an integrated part of the Y10 Learning about Life curriculum and is accredited by the award of Bronze, Silver, Gold and Platinum awards.
- 1.2. Work Experience can help students to:
  - Experience work at first hand
  - Understand how an employing organisation functions
  - Experience the social relationships at work
  - Appreciate the expectations that employees will have of fellow workers
  - Assess how they will adapt to working patterns and relationships outside school
  - Gain the self-confidence needed in an adult world
  - Develop both skills and knowledge for adult life

## 2. PROCEDURES AND RESPONSIBILITIES

- 2.1. Students are encouraged to find a placement themselves, with the support of their parents/carers. An introductory letter is given to parents in the autumn term, to introduce the concept of work experience and to guide them in their responsibilities.
- 2.2. Students will be given guidance on how to find a placement.
- 2.3. Once a student has secured a placement, a copy of the written confirmation from the employer must be forwarded to the Student Futures Manager along with a signed parent/carer agreement whereby parents/carers accept responsibility for their child's health and safety during the placement. Students will not be able to go on their placement if the correct paperwork is not with the Student Futures Manager.
- 2.4. Preparation for work experience will take place during Learning about Life lessons in the summer term and will include employment law and health and safety.
- 2.5. Students are expected to fill out a logbook whilst on work experience. The logbook includes a section at the end for employers to fill out. The logbook also includes a section for students to reflect on their week. Warden Park staff will either visit or contact placements by telephone during work experience week.
- 2.6. Once Work Experience Week is over, students spend time in Learning about Life lessons reflecting on their experiences.

## 3. SAFEGUARDING

### 3.1. Parents / Carers

Parent / carer to:

3.1.1. Ensure that employers' liability insurance is in place

3.1.2. Let the placement provider know if their child has any particular needs such as learning difficulties, health conditions.

3.1.3. Return to the Student Futures Manager a signed copy of the parent/carer agreement which includes the following disclaimer (The Student Futures Manager must have a signed parent/carer agreement in order for students to be allowed to go on a placement):

*I/ we confirm that the school has had no involvement in the arrangement of this placement and as a result no health and safety or safeguarding checks have been carried out by or on behalf of the school. Therefore, I / we accept full responsibility for the health and safety of the student named above whilst on work experience. I / we confirm that I / we understand the school takes no responsibility for checking the appropriateness of supervision my /our child will receive at the placement.*

3.2. Parents/carers should contact the Student Futures Manager if they have any safeguarding concerns either before or during the placement. An employer must tell parents/carers if there are any significant workplace risks to a child and how they are controlled. This can be done in whatever way is simplest and suitable, including a quick chat.

#### 4. PLACEMENT PROVIDERS

4.1. Under health and safety law, work experience students are employees of the organisation.

4.2. The organisation's employers' liability insurance will cover work placements (provided insurer is member of Association of British Insurers or Lloyds).

4.3. Placement provider to:

4.3.1. Use existing arrangements for assessments and management of risks to young people unless organisation doesn't employ a young person, hasn't done so in the last few years or is taking a work experience student for the first time, in which case the organisation would need to review their risk assessment before they start.

4.3.2. Take into account any particular needs if necessary such as learning difficulties, health conditions.

4.3.3. Keep any additional work in proportion to the environment:

- For placements in **low-risk environments**, such as offices or shops, **with everyday risks** that will mostly be familiar to the student existing arrangements for other employees should suffice.
- For **environments with risks less familiar** to the student (eg in light assembly or packing facilities), arrangements will need to be made to manage the risks. This will need to include induction, supervision, site familiarisation, and any protective equipment needed.
- for a placement in a **higher-risk environment** such as construction, agriculture and manufacturing employers will need to:

- 4.3.4. Consider what work the student will be doing or observing, the risks involved and how these are managed
- 4.3.5. Satisfy themselves that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice.
- 4.3.6. Explain to parents/carers of <http://www.hse.gov.uk/youngpeople/law/index.htm> children what the significant risks are and what has been done to control them. This can be done in whatever way is simplest and suitable, including verbally.
- 4.3.7. At induction explain to students the risks and how they are controlled, checking that they understand what they have been told.
- 4.3.8. Check that students know how to raise health and safety concerns.

## **5. ACADEMY**

- 5.1. For new placements, the Academy will take reasonable steps to satisfy employers are managing any significant risks.
- 5.2. The Academy will review the suitability of placements on an annual basis following work experience week.

## **6. EXTENDED WORK EXPERIENCE**

- 6.1. Extended work experience placements will be offered to some students where a student's learning style indicates a more practical, vocational style of learning would be beneficial or students would benefit from experiencing a more prolonged adult working environment, where option choice or career interviews indicate a specific interest in a vocational pathway.
- 6.2. Before confirming placement:
- Student Futures Manager to visit placement (if new)
  - Student and parent to visit

Otherwise, safeguarding as above to apply.