



WORK EXPERIENCE POLICY

Work Experience Policy

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This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

1. Introduction

Work experience is very important: it provides our students with a real insight into the world of work, and presents them with a firsthand opportunity to develop the skills they will need to successfully make the next step in their career or educationally. It is central to the curriculum as a key part of the non-qualification activity. It may comprise work experience, internships, taster days, as well as academic projects, or specific programmes to enable SEN students to prepare for adult life. Students also have access to a Careers Fair (every two years) which brings our students into contact with the world of work.

2. Definitions

The Department for Education (DfE) defines work experience as:

- “a placement on an employer’s premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.”

3. Period and timing of Work Experience

It is our intention that every student every student, who attends school, should complete a minimum period of a week of work experience by the end of year 11. It will normally take place during the last week of year 11, but should exceptional circumstances or opportunities arise, we shall do our best to accommodate them. In exceptional circumstances we would also accommodate students at KS4 in undertaking work experience opportunities and therefore appropriate Evidence Based Practice checks would be carried out.

4. Organisation of Work Experience

Whilst at our school the Headteacher will advise and help oversee the process.

The school reserves the right to withdraw students from the programme if there are significant concerns relating to poor behaviour, attendance etc.

5. Work Experience Form

The school will produce a ‘Work Experience Form’, (see below) This form must be read and signed by the appropriate people: the employer, parent(s)/carer(s), the student and the school. The form provides evidence that important checks have been carried out (such as a check on insurance and risk assessments) and that all parties have agreed to the conditions and aims of the experience.

The school’s work experience co-ordinator will oversee completion of the form and it will be countersigned by the Headteacher. If a placement is deemed to be of higher risk or the student classed as vulnerable, then a health and safety check from EBP will be required. The form needs to be returned to the Headteacher at least 7 weeks before the start of the placement.

6. Procedures

The Headteacher who will be the first point of contact for all students and providers.

Students will meet with their Tutor to discuss placement options and ideas and will visit or write to the employer.

Any problems that arise during the placement on the part of either the student or the provider should immediately be referred to the Headteacher. If students are ill during their placement the Headteacher will ring the employer.

Students will have the opportunity to discuss their placements in tutorial and will be required to send a letter of thanks to the employer. The Headteacher will also send a letter of thanks on behalf of the School.

Where a student has special educational needs, a disability, an illness or any other condition that might affect his/her wellbeing on work experience, the school will inform the employer of this condition via an email. In each case, permission to disclose this information to the employer will be sought from the parents/guardians of the student concerned and the Headteacher

The Working Time Regulations 1998 apply to students at work experience placements, for example they should not work for more than five days in any consecutive seven-day period. The number of hours worked and pattern of duties is normally agreed by the placement provider, school and students. Schools should put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours. It is strongly recommended that students should not be asked to work more than a standard eight-hour day.

7. Risk Assessment

The Management of Health and Safety at Work Regulations 1999 states that employers must assess the risks to their young workers, including students on work experience before they start work.

Risk assessments should be undertaken by the placement provider as soon as the placement details have been agreed in conjunction with the school and before the student takes up the work placement. Placement providers should be informed in advance about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

The risk assessment must take into account the following factors;

- inexperience and immaturity;
- lack of awareness of existing or potential risks;
- the fitting and layout of the workplace and/or workstation;
- the nature, degree and duration of any exposure to physical, biological and chemical agents;
- the form, range and use of work equipment and the way in which it is handled;
- the organisation of processes and activities;
- the extent of the supervision to be provided to the student;
- the extent of the health and safety training provided, or to be provided, to the student concerned;
- any issues relating to students behaviour and/ or learning needs.

The extent of the risk will determine whether to restrict the work or the activities of the work experience student. If the placement provider concludes, that as a result of a risk assessment, there is a significant risk to the student undertaking this activity, the student must be prohibited from doing it.

The placement provider must ensure that the control measures identified on the risk assessment are implemented. The person responsible for mentoring the student must be provided with a copy of the risk assessment.

There is, however, an extra requirement on the employer to provide the parents/ guardians of children at work (including those on work experience) with information on the key findings of the risk assessment and control measures taken before the child starts work. Where the placement provider employs five or more staff, the significant findings of the risk assessment must be recorded, including work experience risk assessments.

8. Troubleshooting

The school's work experience co-ordinator will, in the first instance, be responsible for resolving any problems or difficulties that arise during the period that work experience runs, i.e. from planning through to evaluation. The co-ordinator will be required to refer any serious or significant problems to the Headteacher as appropriate. Employers, parents and students will be given the name and contact details (school based) of the Work Experience Co-ordinator.

Work Experience		
Name and Tutor Group:		Date of Birth & Age:
Student Contact Details:		
SECTION TO BE COMPLETED BY EMPLOYER		
Placement name and address:		
Contact (name and position):		
E-mail:		
Contact number:		
Type of work to be undertaken/duties:		
Agreed dates of experience:		
Employer: Please take a few moments to answer the following questions, sign/date:		Please tick
Do you have employer liability insurance? (please give details of insurer, policy number and expiry date)	YES	NO
Do you consider this placement to be of low, medium or high risk? (High risk placements included construction, agriculture and manufacturing, motor vehicle workshops & garages)		
Do you employ people under the age of 18?	YES	NO
Have you had work experience students before?	YES	NO
Will the induction process include sharing of appropriate risk assessments/risk management strategies?	YES	NO
Do you have an ICT usage policy?	YES	NO
Will the induction process involve the sharing/discussion of the ICT usage policy?	YES	NO
Will there be adequate supervision if the placement requires the student to leave the main premises?	YES	NO
Will there be times when the student is working with someone who is classed as a lone worker?	YES	NO

Will the work placement involve working with vulnerable adults/children?	YES	NO
Has the company been advised by the HSE not to take work experience students?	YES	NO
Further information you may feel is relevant:		
General information: - Dress code expected: - Working Hours: - Break arrangements: - Who to report to on first day:		
Name: Employer	Signature: Employer	Date:
Name: Parent/Guardian	Signature: Parent/Guardian	Date:
Name: Student	Signature: Student	Date:
Placement agreed by Lead Teacher:	YES	NO
Information to be shared with employer:		
Actions completed by Careers staff:		
School contact :		

Approved by:	Dani Worthington - Director of Education	Date:	01/09/26
Last Reviewed on:	01/09/26		
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