



Work Experience Policy

Date of Last Review: October 2023

Reviewed by: Miss C Worwood, Careers Leader

Agreed by Headteacher: October 2023

Frequency of Review: Annually

Date of Next Review: September 2024



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Introduction

- 1 President Kennedy School is committed to ensuring all of our students have opportunities to access high quality, relevant and inspirational careers education, information, advice and guidance (CEIAG). The Gatsby Benchmarks for Good Career Guidance are used as a framework to guide all CEIAG activity and underpin our work in 'Building Brighter Futures' for our students. Work experience is an integral part of our students' entitlement to CEIAG 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.'

- 2 Work experience gives young people vital insights into the world of work, encourages them to aspire to great things, and helps 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.
- 3 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.
- 4 Students with Special Educational Needs or Disability (SEND), or any other additional needs, will be supported appropriately through liaison with parents and relevant staff, ie the Special Educational Needs Co-ordinator (SENCO) and the placement provider.
- 5 Additionally, all students have access to our annual Careers and Pathways Fair, providing the opportunity for them to meet employers and employees from a wide variety of sectors.

Our aims

- 6 Work experience should give students the opportunity to:
 - 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

- 7 It is our intention for every Post 16 (P16) student to complete a minimum period of one week of work experience by the end of Year 12. To help enable placements to take place, a dedicated week will be allocated within the P16 student calendar during each academic year. Should exceptional circumstances prevent placements from taking place, we will aim to accommodate them elsewhere to help ensure no student misses out on the experience. It is also our intention to ensure all Year 10 students have an experience of the work place during the academic year.

Organisation of work experience

- 8 The school collects intended post-18 destination data from all Year 12 students during the autumn term. The data collected also includes information about the type of work experience placement each student would like to obtain and how it relates to their intended pathway. Using this data, the school's Careers Leader and P16 college team oversee the process of ensuring all Year 12 students successfully complete a high quality placement with a suitable employer.
- 9 With guidance and support from school staff, all students are encouraged to proactively search and apply for their own placements. Using our network of employers, President Kennedy School will maintain a database of placement opportunities to students, who may or may not choose to apply for them. Once suitable placements have been found, we work with students to prepare for pre-placement interviews if these are requested by the employer.
- 10 The school believes the above arrangements benefit students by providing them with a realistic experience of applying for work and a chance to assess the suitability of a placement prior to starting, through the interview process. The process empowers students to make their own decisions about which offer to select, encouraging proactivity and independence. It also aids development of communication skills through encouraging formal, professional communication with employer – all vital skills for later life.
- 11 President Kennedy School reserves the right to withdraw students prior to or during a placement if there are significant concerns relating to the suitability of the placement.

Management and co-ordination

- 12 Students, employers and parent(s)/carer(s) will each complete relevant section on the UNIFROG platform to ensure placements are secured and compliant. This will be overseen by the school's careers lead who will ensure Compliance by all parties. Alternatively, the school will produce a 'Work Experience Form' (See Appendix 1) that must be read and signed by the following parties prior to the placement start date: the employer, parent(s)/carer(s), the student and a member of the P16 Senior Leadership Team (SLT).

- 13 The form enables important information to be obtained and necessary checks to be completed prior to a placement taking place. This includes, assessing that appropriate insurance is in place, risk assessments have been carried out and that all parties have agreed to the conditions and aims of the experience.
- 14 The school's Careers Leader or P16 Administrator will oversee completion of the form and it will be approved by a member of P16 SLT. If a placement is deemed to be of higher risk or the student classed as vulnerable, then additional health and safety checks may be required and completed on a case by case basis.
- 15 The form needs to be returned to the school's P16 Administrator at least 8 weeks prior to the start of the placement.

The process for work experience

- 16 The Careers Leader will work closely with the P16 college team and any other relevant college teams throughout the work experience process to ensure it runs smoothly.
- 17 An overview of the school's desired work experience process, leading up to the placement is outlined below.
 - a) Students will be informed during their Year 11 transition period of the expectation of them to participate in work experience during the summer term of Year 12.
 - b) The school will deliver an 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.
 - c) Students discuss intended future destinations, placement options and employers who they may wish to approach with their tutor.
 - d) Tutors continue to support students who are yet to find suitable placements, referring to Careers Leader, if/when necessary, to provide further support and explore placements with existing employer partners.
 - e) Students approach employers and request work experience opportunity with support and guidance from Careers Leader and P16 college team.
 - f) Tutors track and monitor outcomes of students' conversation with employers, updating the P16 Administrator.
 - g) Students continue to liaise with employer, arranging a pre-placement interview date (if requested by the employer) and details of placement directly with employer.
 - h) When placement has been confirmed, the student emails the Work Experience Form to providers for completion. Completed forms are submitted to the P16 Administrator. Once checked, the form is distributed to students for completion and parent/carer sign-off.
 - i) Careers Leader supports students in need of interview preparation and practice.
 - j) Students complete pre-placement interview if requested by employer.

- k) Following a successful pre-placement interview, completed Work Experience Forms are submitted to the P16 Administrator. Once checked, the form is distributed to students for completion and parent/carer sign-off.
- l) 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. In each case, permission to disclose this information to the employer will be sought from the parents/carers of the student concerned and the Headteacher.
- m) Careers Leader and P16 Administrator carry out final checks before passing to P16 SLT for final approval.
- n) Students will be expected to complete Step 1 of their work experience journal which focuses on preparing for their placement.

Please note that whilst the above provides an illustration of our desired work experience process, the school reserves the right to operate flexibly and deviate from this process, as appropriate, to ensure we do everything we can to ensure high quality work placements take place for all students.

- 18 Any work placement engagement for Year 10 students will follow a similar process as for the Year 12 student cohort. All steps mentioned above within section 17 will be adhered to and followed. With the exception of point a) as there will be no transition week.
- 19 During and post-placement processes:
 - Any problems that arise during the placement on the part of either the student or the provider should immediately be referred to the school's Careers Leader or P16 SLT.
 - Tutors will contact all employers during the work experience to check that the placement is going smoothly.
 - If students are ill during their placement they are required to ring both the school and the employer to notify them of their absence.
 - Employers will be asked to complete an end of placement review form that enables both constructive feedback to be given to students.
 - Students will be expected to complete Steps 2 and 3 of their work experience journal which focuses on helping students navigate their way around the work place to ensure they get the most out of the experience. They will also have the opportunity to discuss their placements with tutors and reflect on the benefits of the opportunity.

Expectations of students

- To explore and secure their own good quality placements
- Students need to obtain relevant details prior to starting their placement, i.e. dress code, working hours, break/lunch time arrangements and main point of contact.
- Students are expected to behave at all times in a way that reflects the school's high expectations
- Students need to follow directions from the employer

- Students have a legal responsibility to take care of themselves and others whilst on work experience placements as they are considered employees of the placement provider
- Students must not interfere with or misuse anything provided in the interest of health and safety, and must follow instructions relating to health and safety guidance
- Students need to inform the school and employer if they feel ill or become ill or if they will not be attending their placement for any reason, as they would if they were employed and as a matter of courtesy.
- Students need to inform the employer (and the school if necessary) if they have any concerns regarding their placement. If, for whatever reason, they feel unable to talk to the employer directly they must advise school staff (via parents if necessary) as soon as possible.
- To complete the work experience journal to a good standard
- Email the employer to thank them for the opportunity.

Expectations of parents/carers

- Travel to and from the placement is the responsibility of the parent/carer.
- Parental consent must be obtained before any student undertakes any work experience.

Expectations of the employer providing work experience placements

- Employers have a legal duty to ensure the health, safety and welfare of the student and any others who may be affected by the work experience placement. Students are considered to be employees whilst on work experience placements.
- Employers must be legally compliant and have suitable insurance in place. Their existing employers' liability insurance policy will cover work placements provided the insurer is a member of the Association of British Insurers, or Lloyds, so there is no need to obtain any additional employer's liability insurance if they take on work experience students.
- The employer must ensure that students on work experience are supervised by a competent person, and that they receive all necessary information and training, specifically in relation to health and safety. H&S induction on the first day may include a tour of the premises, setting of objectives and confirming the itinerary, discussing terms of engagement, duties, responsibilities, dress code, conduct, health and safety procedures, points of contact, emergency procedure for fire and first aid, reporting requirements, break and lunch arrangements, hours of work etc.
- Further guidance around assessing the risks involved in offering work experience placements to students can be found in Appendix 1: Assessing the risk (placement providers/employers)
- The supervisor is responsible for informing the school if the student fails to attend or leaves the placement early.
- Whilst on work experience students can start work no earlier than 7am and finish no later than 10pm, working no more than 8 hours in a day. They are not

permitted to work more than 40 hours a week five days out of every seven days. Young people are entitled to a rest break of 30 minutes if their working time is more than 4.5 hours.

Work Experience Safeguarding Guidance and Procedure

- 20 During the work experience, the employer acts in a mentor capacity and therefore needs to act as an appropriate positive role model with due regard for appropriate conduct with students. It is therefore important to:
- act as an appropriate role model;
 - value the student's contributions and opinions;
 - encourage them to reach their desired goal; and
 - listen to the student and discuss relevant topics.
- 21 It is also important that work experience supervisors are not put in a vulnerable position, so it is suggested that where possible liaison with students should:
- take place in an open space with other people present where possible;
 - be within appropriate working hours; and
 - consider if questions asked about personal or family life are of an appropriate nature.
- 22 Guidance from the Disclosure and Barring Service (DBS) and the Department for Education in the document ["Keeping Children Safe in Education: Statutory guidance for schools and colleges"](#) indicates:
- Schools and colleges organising work experience placements should ensure that the placement provider has policies and procedures in place to protect children from harm
 - Children's barred list checks via the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement.
 - The school or college should consider the specific circumstances of the work experience.
 - Consideration must be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary.
 - These considerations would include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:
 - unsupervised themselves; and
 - providing the teaching/training/instruction frequently (more than three days in a 30 day period, or overnight).
 - If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity relating to children. If so, the school or college could ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.
 - Schools and colleges are not able to request that an employer obtains an

enhanced DBS check with children's barred list information for staff supervising children aged 16 to 17 on work experience.

- If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school or sixth form college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity relating to children. In these cases, and where the child doing the work experience is 16 years of age or over, the work experience provider e.g. school or sixth form college should consider whether a DBS enhanced check should be requested for the child in question. DBS checks cannot be requested for children under the age of 16.

- 23 In order to minimise risk, students working off-site with children/vulnerable groups must be supervised at all times. It is at the employer's discretion whether they require students have a DBS check or not, but when requested by an employer, a character reference and/or a DBS check for a student will be provided or alternative arrangements made.
- 24 Students undertaking work experience at one of our Trust schools will be supervised at all times when working with children.

Disclosure from a student

- 25 If you have concerns about the protection of a young person you are working with (for example something the student has said) then immediately contact the school and speak to either the Designated Safeguarding Lead, [Mr Richard Beattie](#) or the College Director of Post 16, [Mrs Eleanor Mitchard](#). The school telephone number is 024 7666 1416.

Appendix 1: Assessing the risks - guidance for placement providers/employers

- 1 Simply use your existing arrangements for assessments and management of risks to young people.
- 2 If you have fewer than five employees you are not required to have a written risk assessment.
- 3 Avoid repeating your assessment of the risks if a new student is of a broadly similar level of maturity and understanding, and has no particular or additional needs (the organiser or parent should tell you if they have).
- 4 If you do not currently employ a young person, have not done so in the last few years or are taking on a work experience student for the first time, or one with particular needs, review your risk assessment before they start.
- 5 Discuss the placement in advance with the school and take account of what they and the parents or carers tell you about the student's physical and psychological capacity and of any particular needs, for example due to any health conditions or learning difficulties.
- 6 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, your existing arrangements for other employees should suffice
 - for **environments with risks less familiar** to the student (eg in light assembly or packing facilities), you will need to make arrangements 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 you will need to:
 - consider what work the student will be doing or observing, the risks involved and how these are managed
 - satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice
- 7 You may, in particular for **higher-risk environments**, need to consider specific factors that must be managed for young people, including exposure to radiation, noise and vibration, toxic substances, or extreme temperatures. Where these specific factors exist in your workplace, you should already have control measures in place. This will also apply to legally required age limits on the use of some equipment and machinery (eg forklift trucks and some woodworking machinery). Consider whether you need to do anything further to control the risks to young people.
- 8 Explain to parents/carers of 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, and is very often done via the school.



- 9 When you induct students, explain the risks and how they are controlled, checking that they understand what they have been told.
- 10 Check that students know how to raise health and safety concerns.

Appendix 2: Work experience form

Student Name:		Tutor group:	
SECTION TO BE COMPLETED BY EMPLOYER			
Company Name:			
Company address (including postcode):			
Name of employer contact:			
Job title of employer contact:			
Contact telephone number:			
Contact email address:			
Type of work to be undertaken/duties			
Agreed dates of experience:			
Company Insurance Details - <i>The following section must be completed</i>			
Do you have employer liability insurance?		<i>Please circle as appropriate</i>	
If yes, please provide us with a copy of your policy documents showing company name, policy number and renewal date.		YES	NO
Do you have public liability insurance?		<i>Please circle as appropriate</i>	
If yes, please provide us with a copy of your policy documents showing company name, policy number and renewal date.		YES	NO
Please answer the following questions about risk, health and safety information:			
Do you consider this placement to be of a high risk? (Examples of high risk placements include construction sites, agriculture and manufacturing, motor vehicle workshops & garages)		YES	NO
Do you employ people under the age of 18?		YES	NO
Have you had work experience students before?		YES	NO
Will your induction process include sharing of appropriate health and safety and risk management strategies?		YES	NO
Will there be adequate supervision of the student, including 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



Do you wish to add further information you may feel is relevant:

Please provide us with general placement information that we can pass on to the student and their parent(s)/carer(s):

- Dress code expected:
- Working Hours:
- Break arrangements:
- Who to report to on first day:

SECTION TO BE COMPLETED BY ALL PARTIES

Please confirm your commitment to ensuring this placement takes place successfully, by providing your name, signature and date below.

Employer	Name:	Signature:	Date:
Parent/ Carer	Name:	Signature:	Date:
Student	Name:	Signature:	Date:

SECTION TO BE COMPLETED BY MEMBER OF PRESIDENT KENNEDY SCHOOL SLT

Placement approved by: SLT NAME	YES	NO
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Further action required:

School contact details:

Selina Sanger, Post 16 Administrator Email: SangerS@pks.coventry.sch.uk