Work Experience Policy

St Aldhelm's Academy

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Purpose of this policy

This policy provides a framework to ensure that students who take part in work experience as part of their education provision at St Aldhelm's Academy access placements that are carefully managed, monitored and which provide a safe environment. This includes the organisation of the placement as well as health, safety and safeguarding requirements of all work experience programmes.

Responsibilities:

School-arranged work experience

Parents/carers will be provided with all relevant information regarding the work experience placement via communication by letter and/or text and through student information

Before embarking upon school arranged work experience, we will ensure:

- that students are provided with any relevant information regarding who is the main point of contact at the company and the site conditions that may affect their health and safety.
- that students have received health and safety instructions and in relation to any risks that they are likely to be exposed to in the course of their placement.
- that students are made aware of any specific uniform or dress code for the company.
- that students are provided with details of a school contact who they can contact should they encounter any problems or concerns during their work experience.

Work experience arranged by the student or family

Any work experience placements arranged by the students are the sole responsibility of the parents and all details must be provided by parents/carers with the return of the three-way arrangement form. All placements MUST have Employers Liability Insurance. This is DIFFERENT from Public Liability Insurance.

Employer

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

An employer must consider:

- the layout of the workplace
- the physical, biological and chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed
- risks and assessment of particular agents, processes and work

Parents/Carers

The school is only able to provide information regarding additional educational needs when these are supplied by parent/carer. It is therefore the responsibility of parents/carers to ensure that details regarding additional educational needs are noted on the three-way agreement form so that they can be provided to the organisation who take the students on for their work experience.

Parent/carers should support students on work experience placements, especially in regard to providing transport or meeting transport costs.

Students

Students are expected to take reasonable care of their own health and safety, or that of other people who may be affected by their actions throughout the duration of their placement.

Students are expected to cooperate fully with their employer, and behave in a matter befitting their workplace, as representatives of the school.

No placements will be allowed to go ahead without Employers Liability Insurance.

Health and Safety

Throughout the placement the school always retains a 'duty of care', by ensuring that:

- students are not placed in a working environment where there are significant risks to their health and safety
- placements are vetted, in accordance with health and safety procurement standards (HASPS)
- if felt needed, risk assessments are requested by the school prior to undertaking the placement
- students do not work excessively long hours (no more than an 8-hour day, 40 hours (about 1 and a half days) per week, 5 days per week), or unnecessarily unsocial hours
- systems are in place to ensure health, safety, and welfare, as far as reasonably practicable, of placements, i.e., health and safety policy, risk assessments, communications, and consents
- students are always supervised by competent people whilst on work experience
- Specific activities that students undertake on a work placement take account of any restrictions and prohibited work aligned to age.
- employers are provided with relevant information about students, e.g., their health and factors that might affect their ability to understand and respond to information and instructions about health and safety at work e.g., learning disabilities or language problems

Safeguarding

Our 'duty of care' extends to all students, including those who undertake work experience.

The school will provide students with clear advice and a point of contact at the school in case of any problems or issues whilst on work experience

We will consider any potential risks to students to see if any additional safeguards are needed in the case of:

- any student who is vulnerable, e.g., special needs, immaturity, is known to have experienced abuse or neglect, substance misuse.
- any student who is likely to be alone with an adult as part of the work placement, e.g., sole trader, journey person, self-employed person working from home.

DBS Requirements

DBS clearance forms are not required for work experience by the student or the employer as no student is to be left on their own or unsupervised at any time whilst on placement. **This is the responsibility of the employer to ensure trained, responsible members of staff are providing mentoring and supervision at all times for the period of the placement.**

For those students who are identified as vulnerable due to special educational needs/behavioral issues; they will be mentored at the placement by a qualified member of staff from the school (SENCo) according to their individual needs. The employer will be made aware of this before commencing placement.

Work Experience Timeline

When	What	How
Year 10 Autumn Term	Inform parents and/or carers of work experience	Letter
Year 10 Autumn Term	Launch work experience to students	Assembly or via Tutor
Year 10 Autumn Term	Ensure all students have access to Unifrog	Via tutor and support from parents (WTD letter)
Year 10 Autumn Term	Inform students of how to search for placements and how to add placements onto Unifrog	Via tutor and support from parents (WTD letter)
Year 10 Autumn Term	Identify SEND students, as well as students who may pose a safeguarding risk, and work with them to find a suitable placement.	SENCO, Pastoral team (safeguarding & year teams) & Careers advisor.
Winter Break	Students use the CV and Cover letter produced in School to help secure a placement over the summer	Tutor
Year 10 Spring Term	Ensure all parties are aware of the deadlines for placement approval on Unifrog paperwork	Website/parent letter
Easter term	Deadline for placements	Tutor
2 weeks prior to Placement	Assembly/tutor program for students in preparation of starting. Work experience diary given out	Assembly or via tutor

Briefing before the placement

The student will be made aware of:

- health & safety and their responsibility in the workplace
- What to do if unable to attend or if ill
- things to do in certain situations ('What if …….?' scenarios, particularly in relation to Safeguarding issues)

Parents/carers must make employers aware of any health issues-e.g.

- medical conditions
- learning difficulties
- physical disability
- behavioral needs

During the placement

We will monitor the progress made by an individual student on a placement.

A suitably briefed member of school staff will call during the week to ensure the student(s) are settled and safe. Where possible, a member of staff will arrange a suitable visit to the placement location. Any staff who do conduct a visit will complete a Staff Visit Form which will get feedback from the employer, as well as feedback from the student, on how the placement is going. This form can be hand written or electronically typed but all forms must be returned to the Work Experience coordinator by the end of the work experience week.

The school are responsible for the student's attendance on the placement although the employer will need to monitor it for us. Students are required to contact the school if they cannot/do not attend that day.

The student is also required to let their placement know if they cannot attend as they would if they were employed and as common courtesy.