



WORK EXPERIENCE POLICY

At St Nicholas' School work experience placements provide an invaluable opportunity for pupils to learn about the world of work. The School promotes the use of work experience as an extension to the curriculum and aims to encourage pupils to undertake a placement at an appropriate time in their studies from Key Stage Four onwards, usually during the holiday after their summer exams in either year 10 or year 11.

Aims and Objectives

Work experience during the course of studies at the school aims to achieve:

- The development of student's employability and key skills, personal development, maturity and increase motivation to do well at school
- Careers education and guidance
- Personal and social education
- Curriculum Enrichment

Procedure

Support will be given by the Head of Careers/Work experience co-ordinator to pupils to enable them to make initial contact with a placement provider and if required help before an interview.

On acceptance with the employer the Head of Careers/Work experience co-ordinator will then check that the employer has the necessary Health & Safety policies and insurance in place.

Student's parents will be required to ensure that the employer has read and signed the Letter of Understanding. Work experience cannot go ahead without the checks.

Students will be made aware that although every effort will be made to secure a placement, we are unable to guarantee that this will be possible in every case.

There will be no payment for work undertaken.

Relevant Legislation

This policy takes note of all relevant legislation including:

- The Employment of Children Act 1973
- Education (work experience) Act 1973
- The Health and Safety at Work Act 1974
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Data Protection Act 1998
- The Health and Safety (Training for Employment) Regulations 1990
- The Education Act 1996
- The Management of Health and Safety at Work Regulations 1999
- The working time Regulations 1998
- The Equality Act 2010

Responsibilities

1. The Governing Body in conjunction with the Headteacher is responsible for all aspects of work experience, including health and safety (except in instances where placements are arranged without the support of the school and outside of school hours or in holiday time). The School acknowledges its responsibilities under common law to act, as would a reasonable parent, acting “in loco parentis”.
2. Responsibility for the management of work experience placements and management of Health & Safety checks is delegated to the Head of Careers/Work experience co-ordinator in accordance with DfE publication ‘Keeping Children Safe in Education’.

Governors’ Responsibilities

1. The Governing Body has overall responsibility for the management of the School, including work experience.
2. The Governors will ensure that:
 - The Health and Safety of students is safeguarded throughout work experience placements organised through the school
 - Adequate resources are available for safe work experience practices
 - Appropriate public liability insurance is in place to cover students and staff, including staff visits to placements.

Headteacher’s Responsibilities

1. The Headteacher is responsible for the operational management of the school, including work experience.
2. The Headteacher will liaise closely with the Head of Careers/Work experience co-ordinator to ensure that adequate Health and Safety checks are carried out before allowing work experience to take place.
3. The Headteacher, with the Head of Careers/Work experience co-ordinator will decide the appropriate process for organising work experience placements.
4. The Headteacher will ensure:
 - Training is provided for the Head of Careers/Work experience co-ordinator in all aspects of their roles.
 - Work Experience complements the curriculum of students.
 - The Work Experience Policy is reviewed annually in conjunction with the Head of Careers/Work experience co-ordinator.

Head of Careers/Work experience co-ordinator’s Responsibilities

1. The Head of Careers/Work experience co-ordinator is responsible for the work experience placements. This includes liaising with parents and employers to organise the practical arrangements.
2. The Head of Careers/Work experience co-ordinator will liaise closely with the Headteacher to decide the appropriate process for organising work experience placements, including the use of external bodies.

The Head of Careers/Work experience co-ordinator will ensure that:

All placements are risk assessed and comply with the School’s Health and Safety Policy and risk assessments are completed for members of staff that visit such employers during the work placements.

- Students and parents are provided with all relevant information regarding work experience placements, including sight of risk assessments.
- In conjunction with the PSHE Coordinator/ Head of Careers, ensure that the students have received adequate health and safety instruction through delivery of the PSHE Programme.

- Employers providing placements have full relevant information regarding students undertaking a placement with them, including details of additional educational or special needs.
- Where possible students are visited during their placement. If a placement is out of area, a phone call will be made to talk to the employer and student.
- Should any problems arise, students should contact the school direct during working hours. The matter will be referred without delay to the Head of Careers/Work experience co-ordinator.
- If there is an accident or incident during the placement it will be recorded in the appropriate manner and that this information is provided to the school immediately after the event.

Employer (Placement Providers) Responsibilities

As prescribed in the Health and Safety at Work Act 1974, employers have a duty to ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees. By virtue of the Health and Safety (Training for Employment Regulations 1990, students on a placement are effectively employees of the company for the duration of work experience.

Employers should ensure that:

- Appropriate risk assessments are carried out to determine suitable tasks and working situations for pupils
- Control measures are introduced to eliminate or minimise risks
- Ensure that students and parents are advised of the findings of any risk assessments or control measures prior to the commencement of the placement
- Adequate insurance cover is in place for students undertaking work experience placements.
- Students are informed of safe working practices upon induction into the company and supplied with appropriate training and protective clothing or equipment to carry out their duties
- Understands his/her duty of care to the learner, particularly a respect of the principles described in the Child Protection Guidance. Staff members who are disqualified from working with children should be disclosed, as appropriate, in accordance with The Criminal Justice & Court Services Act 2000
- Learners' personal details are confidential and should be safeguarded in accordance with the Data Protection Act 1998.

Parental Responsibilities

1. The School is only able to provide information regarding additional educational needs when these are supplied by parents. It is the responsibility of parents to ensure that details regarding additional educational needs are provided to the school as soon as they arise.
2. To support students on work experience placements, especially in regard to providing transport or meeting transport costs.
3. To assist their daughter in the organisation of placements.
4. To be entirely responsible for their daughter's Health and Safety and welfare for work experience organised outside of school and holidays.

Students Responsibilities

1. 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.
2. Students should contact their employers prior to the start of the placement.
3. Students are expected to cooperate fully with their employer, and behave in a matter befitting their work place, as representatives of the School.

This policy will be regularly reviewed in line with the Work Experience/Young People at Work guidance from the Health & Safety Executive.

Reviewed and updated October 2022

Review date September 2023