



Bennett Memorial Diocesan School

Work Experience Policy

Adoption Arrangements

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy,
2. set a 'policy principles' document (a framework within which Headteachers develop a full and appropriately customised policy),
3. or delegate to Headteachers or LGBs the power to develop their own policy.

Approval Body:	Headteacher, Deputy Headteacher and Director of Sixth Form
Adopted:	November 2017
Leadership Grp Responsibility:	Assistant Headteacher
Review period:	3 years
Date of next review:	November 2020

This is a Level 3 Policy against the Trust Governance Plan.

Introduction

Work experience that is well planned and well organised has an important role in developing a student's personal and social skills and gives them important opportunities to learn directly about working life and the working environment. Some work experience positions offer people the chance to try their hand at particular tasks, others simply provide an opportunity to watch and learn.

This document provides advice on arranging work experience placements to ensure that all placements are in line with legislation.

The policy is part of a wider commitment to jointly deliver, in partnership with employers, a range of quality activities which will enable students to participate in a varied and progressive range of experiences.

Guidelines

The Deputy Headteacher is responsible for leading on work experience activities throughout the school.

Work experience placements are only permitted for students during Key Stage 4 and above, i.e. Years 10, 11, 12 and 13.

All students regardless of culture, gender, ability, social background or physical ability must have equal access to work experience. However, health considerations and disability may make some placements unsuitable for some students. A pupil's medical condition should be taken into consideration prior to organising a work experience placement.

People undertaking work experience who are of compulsory school age are not entitled to be paid.

All external work experience placements should be carefully checked for their suitability by parents. This includes health and safety checks on the employer's premises as well as checks on the employer's public and employer liability insurance arrangements. In addition, the school has a policy that provides Personal Accident insurance cover to all students undertaking activities in relation to the school curriculum and this does include participation in the work experience scheme. Where students arrange their own placement details of the placement should be given to the school. Where students arrange their own placement and it be considered an undesirable and/or unlawful placement, the placement will be rejected.

It is recommended that elements of the work experience arrangement are agreed in writing, such as learning objectives, so activities can be tailored to these learning objectives.

All students involved in a work experience placement should participate in preparatory work prior to a placement. Students should receive an explanation of the work experience programme, its purpose, and what is expected of each pupil. All students should receive documentation giving details of health and safety issues, equal opportunities and the procedures for dealing with problems and queries.

The school may contact the pupil whilst on work experience. Placements will be monitored through feedback following the pupil's work placement.

Students should be marked present in the attendance register when participating in the school's work experience scheme using the appropriate code. All documentation must be complete before a pupil may participate in the work experience scheme.

Health & Safety considerations

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 student. It is strongly recommended that students should not be asked to work more than a standard eight-hour day.

The Health and Safety (Young Persons) Regulations 1997 implement certain provisions concerning the protection of young persons at work. Employers must protect young persons from any risks to their health and safety which are associated with the young person's lack of experience, lack of awareness of existing risks, or immaturity. Employers must provide work experience students with at least the same health, safety and welfare protection that they give their own staff.

Employers should be aware of these considerations.

Year 10 Work Experience

A supplementary Parents' Guide to work experience for Year 10 students is available from the school website.

We encourage all our Year 10 students to identify, secure and complete a work experience placement. These placements are undertaken in the Activities Week in the Summer Term and last for one week. Extended work experience placements will be considered for appropriate students after consultation with parents and staff.

Students should start their search as soon as possible by speaking with friends and family or contacting potential employers directly. Guidance on contacting employers to request a work experience placements is available from the school website.

The 2 forms (available to download from school website) that are necessary in order for a work experience placement to take place are:

- Year 10 work experience application form, including parent consent
- Employer's Health and Safety checklist

Sixth Form Work Experience

It is our aim that Sixth Form Students undertake Work Experience which is purposeful, substantial relevant and safe and which offers challenge to our students. We aim to support students in undertaking work experience which is directly relevant to students' aspirations for Higher Education or career aspirations, as well as being relevant to the Sixth Form programmes of study. Sixth Form Work Experience is managed by the Assistant Director of Sixth Form (Co-Curriculum).

Work Experience is organised so that:

- Prior to the commencement of the work experience students are briefed in the protocols expected of a workplace environment. At this briefing students receive a log book to record their reflections on the experience, and for the employer to communicate any interim feedback to the school. The log book includes all relevant emergency contact details, including the nominated safeguard lead at the school, and a copy of the employer's whistleblowing policy.
- There is a structured plan for the duration of the placement so the student understands the nature of the work they will be undertaking
- The employer and the school will outline clear roles, responsibilities and expectations for the student and employer;
- On completion of the work experience the employer is asked to complete some feedback or provide a reference to the student about their performance.
- Work experience will take place away from school in an external workplace and students will be independent of their peers and teachers.

All Y12 students who are not participating in co-curricular visits and residential trips are required to undertake Work Experience in Activities Week. The expectation is that students research and apply for their work placements. The school will support students where they are unable to secure relevant work experience using contacts where they are available. Students who are not able to undertake work experience in activities week are required to ensure they have completed work experience before the commencement of Y13, usually this will be in the summer holiday. Work Experience will not normally be authorised during term time if it is disruptive to the student's learning.

Work experience may be arranged and authorised as part of the student's learning hours for a longer duration, to enable students to undertake regular weekly placements, outside of their lesson time, with authorisation from the Assistant Director of Sixth Form (Co-Curriculum).

The school's Sixth Form work experience programme for vocational students is designed as an integral part of their course, and provides opportunities for accreditation and considerable practical experience. It is intended that this programme will provide students with an opportunity to gain experience in a specific vocational area. The school's Sixth Form work experience programme for vocational students involves both the pupil's subject leader and employers in the planning, preparation, monitoring and assessment of the pupil's individual achievements.

The 2 forms (available to download from school website) that are necessary in order for a work experience placement to take place are:

- Year 12 work experience application form, including parent consent
- Employer's Health and Safety checklist

Work Experience Placements at Bennett School

Individuals who wish to complete placements or work experience at Bennett Memorial School should contact the Deputy Headteacher who will consider each application on a case by case basis. Relevant checks will be needed and correct procedures put in place. Anyone interested in work experience at the school should apply via the Volunteer Application Form, available from the school website.

Monitoring, Evaluation and Review

The Deputy Headteacher will annually monitor and evaluate the work experience scheme. The policy will be reviewed triennially by the Deputy Headteacher, Headteacher and the Director of Sixth Form.