



THE ECCLESBOURNE SCHOOL

Learning Together for the Future

Work Experience Policy

October 2024

This Policy was approved by Student and Curriculum

This policy is to be reviewed annually

This is statutory non-statutory policy

1. Rationale

Work Experience is an aspect of work-related learning and is part of the learning entitlement for all pupils. Work Experience can be defined as 'a placement on employers' premises' in which a learner carries out a particular task or range of tasks, acting as an employee but with the emphasis on the learning aspects of the experience.

The Ecclesbourne School is committed to achieving the Gatsby Benchmarks, a framework of 8 guidelines that define the best careers provision in secondary schools. Work experience is a key part of benchmark 6:

- By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have.
- By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have. Work experience is a statutory requirement of any 16-19 study programme.

At The Ecclesbourne School, work experience has an important contribution to make to the education of all students, helping to facilitate an effective transition from school to adulthood. We see work experience as a process which is more than simply the placement but is about the preparation in finding and applying for a placement and follow-up work post-placement. Work experience is an essential aspect of young people learning about the 'world of work' and an opportunity to develop transferrable skills.

2. Aims

At Ecclesbourne the process of work experience is part of CEIAG and PDC. It aims to give students the opportunities to:

- investigate career opportunities
- to experience day-to-day aspects of employment
- understand themselves and develop their capabilities
- connect their learning with working lives
- build confidence and independence
- develop skills of organisation, teamwork, self-evaluation
- understand the importance of matters relating to health and safety.

The school is committed to providing quality work experience for all students. To achieve this, the school seeks to foster relationships with local employers, including the creation of a work experience provider database.

3. Implementation

Safeguarding and Health and Safety

In accordance with HSE guidance, the school will not seek additional paperwork for assurance purposes or second guess the employer's risk assessment or their risk control measures. Responsibility for a student on work experience under health and safety law rests with the employer not the school. The employer is responsible for workplace health and safety.

The employer will:

- Always follow their policies and procedures to ensure that the student on work experience is protected from harm.
- Ensure that work expectations are commensurate with the student's age and ability.
- Contact the school immediately if they have any concerns about the student on work experience.
- Be mature in their attitudes and able to establish good professional relationships with the student;
- Avoid physical contact where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery;
- If a student doesn't arrive at their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, inform the School placement coordinator right away;
- If a student confides to an adult personal information that gives rise to concern for the student's safety or the safety of others, the adult should: be open to listening and be non-judgemental; not promise to keep anything secret; write down what the student said in as much detail as they can, and as soon as possible pass on the information to the Head of Careers, via the schools contact information.

The school will:

- Ask employers if relevant policies and procedures are in place to protect the student from harm during the placement.
- Ask employers if they have employers' liability insurance and inform parents of the employer's response.
- If the student undertaking work experience is under 16, the school will ask if the person working with the student is unsupervised and if the same person is in frequent contact with the student. If so, the school will decide whether it is appropriate for the work experience to take place, based on specific circumstances. The school will liaise with parents before a decision is made.
- Work with parents/carers to make sure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so they can consider them.
- If any safeguarding concerns are raised while a student is on work experience, the work experience placement will be paused immediately. The school's Designated Safeguarding Lead (DSL) will be informed as soon as possible for further investigation.
- Share this policy with employers offering a work experience placement.

In addition, the Careers Department is responsible for:

- Helping students to find placements and advising on the suitability of placements.
- Passing on relevant information about the student to the employer and advise on the suitability of a student for a particular placement if necessary e.g. SEND info.
- Communicating with any employers who have not previously offered work experience to Ecclesbourne pupils to clarify expectations and arrangements.
- Preparing students in arranging their work experience placement, for example, letters of application.
- Providing employer contact details through the school's work experience provider database.
- Providing all students with a work experience journal
- Supporting the tutor team in guiding students in completion of their work experience journal

- Arranging visits to students whilst on placement by members of staff or telephoning when visits are not possible.
- Keeping parents informed about matters related to work experience.
- Making students aware of the emergency contact numbers and the circumstances in which these should be used.
- Follow-up work and post-placement reflection.
- Monitoring and evaluating the work experience placements.

4. Equal Opportunities

The school believes that all students benefit from going through the work experience process and therefore the department works to try and ensure that all students have a quality placement, that meets their needs, inspires them and serves them well in their future career planning. The Careers Department will work with the Learning Support Department and Pupil Premium coordinator to ensure that, wherever possible, the needs of individual students are met. The Careers Department will share relevant information about individual students with employers as recommended in HSE guidance.

5. What students can expect from the school

Work Experience will take place in the summer term of Year 10 and the spring term of Year 12. Students will be encouraged to find their own placements in the first instance. This may include using contacts from the school's work experience provider database. Students who have difficulty in finding a placement will be given assistance by the Careers Department.

All students undertaking work experience during school time can expect the following:

- Help to find a suitable placement.
- Contact details of local employers who have agreed to be a part of the school's work experience database.
- A visit from a member of staff or a phone call if the location/nature of placement makes this impossible.
- Help with dealing with issues concerned with equal rights, SEND needs and sickness.
- Assistance with travel and free school meals claims for FSM students.
- Support in tutor time and PDC lesson time.
- Information on their rights and responsibilities.
- Information on health and safety issues.

6. Expectations of students

All students are well-prepared before they embark on work experience, and they understand that they have a responsibility to:

- Always behave in a way that reflects the school's Code of Conduct.
- Follow directives and guidelines given by the employer.
- Maintain an interest in the work provided and strive to learn from successful employees.
- Act in accordance with health and safety requirements.
- Have a good attendance record and to notify the employer and school if they cannot attend

- Have good punctuality.
- Dress appropriately for the placement.
- Alert school immediately if they encounter any problems that they feel they are unable to deal with.
- Complete their work experience journal to a good standard.
- Write to thank the employer after the work experience placement.
- Take part in the activities in PDC lessons, after work experience, which give an opportunity to reflect on the learning experience.

7. Monitoring, evaluation and accountability

The majority of students in Year 10 are visited at their placement by a member of staff. During this visit staff speak with the supervisors to check on the students' well-being and conduct and speak to the students to ensure they are getting the most value from their placement as they can. Staff will complete the specified section in the student's work experience journal. Some placements don't allow visitors due to restricted workplace access. The location of other placements means that visits are not practical. In both of these situations, a welfare telephone call will be made to the student by a member of school staff.

All students completing work experience in Year 12 will receive a welfare telephone call from a member of school staff.

Staff will feedback to the Head of Careers and Work Experience Coordinator about placement suitability and value. If a placement is unsuitable, it will be investigated and removed from our database if necessary.

After work experience week all students complete an evaluation, which helps the school to assess the suitability of the workplace for future placements.

8. Parents and carers

The school will keep parents and carers informed about the work experience process through letters, communication at parents' information evenings, an information desk at relevant parents' evenings and the school's website.

The school expects parents/carers:

- To support students in researching and finding suitable placements, where possible e.g. through contacts/using the school work experience provider database at home.
- To complete the Parental consent forms on Unifrog
- To arrange transport to and from the student's placements (unless school have been in touch to assist).
- To assist with checking that appropriate clothing and appearance is adhered to for the place of work.
- To report to school and employer any sickness/reason for non-attendance as soon as possible.
- To report to school any problem/issues encountered by their student to school as soon as possible.