**Introduction**

Work experience is an integral part of our students’ entitlement to CEIAG (Careers Education, Information, Advice and Guidance) 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.

<https://www.goodcareerguidance.org.uk/the-benchmarks>

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.

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.

Our aims Work experience should:

• 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**

The opportunity for block work placement is offered to all Year 11 and Post 16 students at various points throughout the year. However, some students may access additional work experience placements (extended) depended on their individual circumstances.

On occasions, Work experience may be offer to Year 10 students in the summer term, this is not a universal offer.

**Management and co-ordination**

Approval of work placements is the responsibility of the School and the Careers Leader manages all documentation for placements. Placements can be sourced through a number of different methods including personal contacts, school contacts or external provider contacts.

National legislation from the HSE and the DfE will be followed to ensure the health, safety and safeguarding of students whilst on work experience. The School only authorises placements which have met all of our safeguarding requirements (see below).

**Safety considerations**

The HSE guidance for work experience and placements is invaluable and should be shared with staff and placement providers. It can be found at:

<http://www.hse.gov.uk/youngpeople/workexperience/index.htm>

**Considerations for School**

For those organising placements, they should simply ask sensible questions, in proportion to the level of risk, to satisfy themselves that those arrangements are in place. They should not be second-guessing employers’ risk assessments or requiring additional paperwork. This means that schools do not need to complete extensive health and safety checks or risk assessments of their own, nor do they need to hire third parties to do so.” HSE Guidance on Work Experience.

**Considerations for the placement provider**

Under HSE guidance (the Health and Safety (Training for Employment) Regulations 1990), students on work experience are treated as employees for health and safety purposes. The placement provider has the same duty of care to the students as it does to its own employees. The provider must ensure that any young person on placement is protected from any risks which are a consequence of their lack of experience or an absence of awareness of existing or potential risks or the fact that a young person has not fully matured. An employers’ existing workplace risk assessments may already cover the risks that work experience students may be exposed to. Their existing Employer’s Liability Insurance will cover such placements.

**Assessing the risk**

Employers are required to have risk assessments for their employees, although small employers (with fewer than five employees) do not have to have them written down. We will ask placement providers to carry out an appropriate workplace induction, which may include undertaking the risk assessments with students, in accordance with the HSE guidance:

• For placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the student, we consider that existing arrangements for other employees should suffice. • For environments with risks less familiar to the student (e.g. in light assembly or packing facilities), we will ask the placement provider to make arrangements to manage the risks. We consider this should include induction, supervision, site familiarisation, and any protective equipment needed.

• For a placement in a higher-risk environment such as construction, agriculture and manufacturing we will ask the provider to consider what work the student will be doing or observing, the risks involved and how these are managed and to satisfy themselves that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice.

• In addition to this, we will ask that the risk assessments take into account the student’s potential inexperience, lack of awareness of risks and their stage of development. Where it is appropriate to do so, relevant information may be sent to the employer to allow them to consider how best to provide safe methods of working. The advice of the SENCO and other relevant staff shall be sought in such cases.

**Monitoring and evaluation**

The work placement request form must be completed for each student (this information informs both the school and the employer).

Students will be asked to complete a Student Feedback Form after completion of the placement. Employers will also be asked to evaluate and feedback, using the Employer Feedback Forms.

School staff will make at least one welfare visit during each placement.

Work experience logs are available upon request but are not mandatory.

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