

Maplewell Hall School



Work Experience Policy

Policy Created	October 18
Governing Body Committee	Full Governing Body
Date Reviewed by Governing Body	24.09.20
Date of Next Review	Autumn Term 2022

MAPLEWELL HALL SCHOOL - WORK EXPERIENCE POLICY

Definition

Work Experience can be defined as:

“A placement on an employer’s premises in which a student carried out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience “
(Department of Education 2002)

At Maplewell Hall School work experience placements provide an invaluable opportunity for students to learn about the world of work.

Work Experience helps the school to meet Gatsby Benchmark 6: Experiences of Work and is an integral part of the Preparation for Adulthood curriculum at Key Stage 5.

At Key Stage 4, Work Experience is used to reengage students as part of a personalised curriculum offer or Education Otherwise package.

Work Experience placements are personalised to meet the needs of both employers and students. Placements may be supported for a half day on-site, or unsupported for a full week at an external employer, or anything in between.

Aims and Objectives

At Maplewell we aim to provide all pupils with at least one meaningful work experience placements at Key Stage 5. Some students will have the capacity to engage in more than one placement.

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

- Ensure 100% of students experience the world of work through work experience by the time they finish Key Stage 5;
- Help students learn the 8 Skillsbuilder Essential Skills in real work situations;
- Help students gain important insights into their career interests and values, which will help them with their future decision making;
- Help students gain Career management skills, such as organising, negotiating, networking and self-presentation;
- Help Students develop and apply skills they are learning at school;

- Give students experiences of work as part of the talent pipeline for businesses looking to recruit school leavers and apprentices.
- Give students a competitive advantage – about 80% of employers think work experience is essential and two-thirds of employers would be more likely to hire a young person with work experience over someone with none.

Roles and Responsibilities

1. The Governing Body, in conjunction with the Head teacher 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). 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 is delegated to the Careers Leader (Rob Cooper);
3. Work experience placements are arranged by the Head of Post 16, Nichola Smith Watson, Ann Proctor (Student Support Worker), and Carmen Blades, Career advisor with the guidance of Leicestershire Education Business Company (LEBC) who complete risk assessments, check H&S guidelines [see attached policy guidance from EBP and Appendix 1 for further information regarding safeguarding checks].

Governors’ Responsibilities

The Governing Body has overall responsibility for the management of the School, including work experience.

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;

These responsibilities will be delegated to the Assistant Head teacher (Key Stages 4 and Head of Post 6) on an operational, day to day basis.

The Head teacher's Responsibilities

The Head teacher is responsible for the operational management of the school, including work experience.

The Head teacher will:

- Liaise closely with the Careers Leader and the Assistant Head teacher (Key Stages 4 and 5) to ensure that adequate Health and Safety checks are carried out before allowing work experience to take place;
- Ensure training is provided for the Careers Leader in all aspects of their roles.

In exceptional circumstances when there is no opportunity for H&S checks and the student still wishes to attend, then the school will require parents or guardians to sign a disclaimer in full knowledge that the school has no liability should anything happen.

The Careers Leader's (Rob Cooper) Responsibilities

The Careers Leader will:

- Decide the appropriate process for organising work experience placements, including the use of external bodies;
- Ensure this Work Experience Policy is reviewed annually and complies with the most up to date guidance.

Head of Post 16, Nichola Smith Watson, Leader's Responsibilities

The Head of Post 16 is responsible for the work experience placements. This includes:

Liaising with any external bodies appointed to organise the practical arrangements.
Liaising closely with the Careers Leaders to decide the appropriate process for organising work experience placements, including the use of external bodies.

The Head of Post 16 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. These assessments should include lone working arrangements;

- All pupils complete a short course on Health and Safety and work experience behaviour before starting.
- The Work Experience programme is developed, delivered and integrated into the entire Preparation for Adulthood curriculum;
- Students and parents are provided with all relevant information regarding work experience placements, including risk assessments;
- Ensure that the students have received adequate health and safety instruction;
- Employers providing placements have full relevant information regarding students undertaking a placement with them, including details of additional educational or special needs;
- Students are visited during their placement;
- Work Experience complements the curriculum of students'.

Work Education Student Support Worker (Ann Proctor) Responsibilities

- The Work Education Student Support Worker (Ann Proctor) will:
- Take action that is reasonably practicable to ensure pupils are not placed in a working environment where there are significant risks to their health and safety;
- Carry out suitable checks on employers (placement providers) health and safety management systems;
- Provide the pupils with any relevant information about the employer and the site conditions that may affect their health and safety;
- Ensure pupils have received adequate health and safety instruction and training in relation to any risks that they are likely to be exposed to in the course of their placement;
- Obtain from the school and provide employers with relevant information about pupils 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;
- Work closely with the school and the school's Work Related Learning Coordinator to ensure that work placement is arranged according to current legislation;
- Obtain risk assessments from prospective employers (placement providers) and provide these and all other necessary information required to schools;
- Obtain records from the employer and ensure that any accidents or incidents during work placements are 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:

- As 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 placement are effectively employees of the organisation for the duration of work experience;
- 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 pupils and parents are advised of the findings of any risk assessments or control measures prior to the commencement of the placement;
- Pupils are informed of safe working practices upon induction into the organisation and supplied with appropriate training and protective clothing or equipment to carry out their duties.

Parental Responsibilities

Parents should support students on work experience placements, especially in regard to providing transport or meeting transport costs. (Parents may seek assistance from the school, should they require support.)

Students' Responsibilities

- Pupils 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;
- All pupils visit their work experience placement in September and are interviewed by their prospective employer;
- Pupils are expected to cooperate fully with their employer, and behave in a manner befitting their work place, as representatives of the School;
- After each work experience placement all pupils complete written booklets and work toward APT awards in employability

Policy Reviewed

Date policy due for Review: Sept 2022

APPENDICES

1. Safeguarding Guidance for Work Related Learning including Work Experience

OTHER REFERENCES

1. EBP SW – Policy and Guidance for Work Experience.
2. www.hse.gov.uk/youngpeople/workexperience
3. Work Experience – A Guide for Secondary Schools – ref; SPD/WES/01/02 (rev)
(<http://www.education.gov.uk/publications/eOrderingDownload/SPDWES0102REV.pdf>)