



The
Caldecott
School

WORK EXPERIENCE POLICY

Date of Policy: February 2022

Ratified by Governing Body:

To be Reviewed: May 2024

Person Responsible: Clair Turner (Careers Lead)

Caldecott School Work Experience Policy

This document details the aims and objectives, processes and responsibilities for the management of work experience placements for pupils in Key stage 4.

Work Experience Placements

The Gatsby Benchmarks 5 and 6 highlight the importance of encounters with employers and experiences of the workplace as vital elements of pupil development in terms of their own personal development and making informed choices on their future career and study pathways. For this reason, Caldecott offer work experience to all Years 10 and 11 pupils, recognising and celebrating the personal development opportunity it gives young people.

Aims of work Placements

To provide firsthand, meaningful experiences of a workplace in order to:

- Familiarise them with the expectations and routines of a work environment (attendance, appearance and attitude)
- Raise awareness of responsibilities for health and safety for themselves and others
- To develop skills for the workplace, including working with a range of people.
- To reflect on the experience and make informed choices with regards to future study

Staffing

Clair Turner (Careers Lead)

Damion Napier (SLT Link)

Roles and responsibilities

School

- The school will undertake to support finding a suitable placement for each pupil. This will be achieved through liaison with pupil, parent/carer and employer as necessary.
- The school will liaise with employers to support them in providing high quality, safe placements.
- The school will satisfy itself that employers offering placements are managing risk, understand they have primary responsibility for the pupil's health and safety and have appropriate insurance in place to cover the pupil. Each placement will be assessed for suitability and safety by the employer, careers lead and trained health and safety officers.

Parents/carers

- Parents/carers will undertake to support in sourcing a suitable placement and abide by the information given by the school.
- Parents/carers will need to give consent for work experience and supply contact and medical information to be shared with the employer in case of emergency and for risk assessment purposes.
- Parents/carers are responsible for organising safe travel for their child to and from the placement and for covering any travel costs.
- Parents maintain their responsibility to notify the school (and employer) of any absences.

Pupils

- Pupils will agree to attend the placement punctually, with the right equipment, clothing and attitude
- Pupils will work toward personal targets during the placement. These will be set out with the organiser before the placement commences

- Pupils will keep a daily journal to document their experience and how they are meeting their personal targets.

Employers

- Employers will undertake to provide a meaningful, positive work placement to the young person and conduct a risk assessment for parents.
- Employers will have the appropriate insurance (Employer Liability Insurance) welfare and safeguarding protocols in place.
- Employers agree to safe practices, complying with safeguarding, GDPR and HSE regulations , for example, Be Safe- An Introductory Guide to Health and Safety
<https://www.hse.gov.uk/youngpeople/workexperience/index.htm>
- High risk placements (building sites, factory and workshops) are visited as necessary by qualified health and safety staff to assess the hazards and risks whilst on site.
- The employer will ensure the student is inducted on the first morning and has a named supervisor overseeing their programme of activities whilst on site.
- Employers will discuss appropriate lunch time arrangements with pups in advance of the placement.
- Every employer is given child protection information and each placement is assessed by the Careers Lead for safeguarding risks. If a young person is working in isolation with an adult for an extended period of time, a DBS check will be carried out on the adult/employer.
- If a pupil is being transported between sites, the employer should have business insurance to carry them.
- Incident reporting: The employer will notify the parent/carers and the school, by telephone and as soon as practicable, of any accident, of any case of ill health or any other incident which relates to the pupil's work placement. The employer will have access to adequate first aid facilities as required under the Health and Safety (First Aid Regulations 1981)

Equal opportunities:

This opportunity to experience the world of work is an entitlement for all, so the school endeavours to support students in accessing a placement that meets their needs. Working with parents/carers, wider school staff and suitable employers, we are able to match pupils to the right placement.

Opportunities for work experience at Caldecott

- Year 10 pupils are found work experience placements within the school in areas such as reception , school kitchen and maintenance. These placements are offered at appropriate times and initially run for one day a week for six weeks.
- Where appropriate Year 10 pupils can progress to external placements with support from school staff.
- Year 11 pupils are offered external work placements. This will be matched to their hobbies and interests where possible.

How do pupils find placements?

The careers Lead has a large database of local employers in which placements can be arranged. Advice and support is given to pupils seeking placements and will 'match' pupils to employers and accompany on pre placement visits.

Preparation for placements:

Parents/carers and pupils sign an agreement form that establishes parental permission and confirmation that the pupil will attend and abide by health and safety and behaviour protocols. Pupils undertake a module in Employability lessons to include interview techniques, health and safety and behaviour expectations in the workplace.

On placement:

Pupils are visited by school staff to ensure appropriate behaviour and progress is being made. Issues or concerns can be addressed at the time or followed up as appropriate later. All pupils will record their experience and reflections in a daily diary.

Following the placement:

At the end of the placement parents/carers, pupils and employers will complete an evaluation questionnaire and hand in their completed diaries.

Sharing success:

The school work experience award scheme enables pupils to be awarded a bronze, silver or gold award depending on the duration and personal development during the work experience process. These awards will be announced at the annual awards assembly.

Monitoring and evaluation:

The school aims to ensure every child has a positive experience on placement and this is monitored in a number of ways:

- Staff visits: staff visit pupils whilst on placement and complete a record of progress of the pupil and suitability of the environment and tasks that the pupil is undertaking.
- Questionnaires: Pupils, parents/carers and employers complete a questionnaire on the success of the placement. This feedback informs the Careers Lead for future planning.
- Careers lead visits: Visits made by the school will provide information on which to make a judgement and assessment on the suitability of a placement for pupils.