



Sidcot
Live Adventurously

Policy Name: Work Experience Policy and Procedure

Policy Number: 2.18

Date: June2026

Table of Contents

1	<u>Introduction</u>	3
2	<u>Scope</u>	3
3	<u>Aims</u>	3
4	<u>Distribution</u>	3
5	<u>Equal Opportunities</u>	4
6	<u>Nature and Duration of Work</u>	4
7	<u>Protecting Students from Harm</u>	4
8	<u>Preparation of and Support for Students on Placements</u>	5
9	<u>Health, Safety, Welfare and Security</u>	5
10	<u>Prohibited and Restricted Activities</u>	6
11	<u>Reporting of Accidents</u>	6
12	<u>Monitoring Students Wellbeing in Placement</u>	6
13	<u>Working Hours</u>	6
14	<u>Insurance</u>	7
15	<u>Data Protection</u>	7
16	<u>Statutory Obligations</u>	7
17	<u>Placements in Educational or Care Settings</u>	7
18	<u>Responsibility for this Policy</u>	8
19	<u>Review</u>	8
20	<u>Statutory Guidance, Regulations and References</u>	8
21	<u>Related Policies</u>	8
22	<u>Document Change History</u>	9

1 Introduction

1.1 Sidcot's vision is to be a pioneer, and a world-class centre of excellence for inspirational education that is as much about nurturing the spirit as it is about outstanding success.

1.2 Work experience is a significant component of our students' educational experience at Sidcot. It ensures that students leave school prepared for life and the workplace. It helps students to make well informed career choices and should provide inspiration and motivation to help students reach their full potential.

1.3 To this end, work experience co-ordinated by the School, in conjunction with students and parents, is meaningful and purpose driven. The School aims to build links with employers to widen the range of experiences on offer to students.

1.4 This policy should be read in conjunction with the CEIAG (Careers Policy 6.11).

2 Scope

2.1 All students in Year 10 are given the opportunity to undertake in person work experience during the Summer Term. Year 12 students are encouraged to undertake relevant work experience to help develop their career awareness and to support their Post-18 choices. At present, this is an optional arrangement and most opt to do this during their Easter or Summer holidays.

2.2 Students in all year groups will be given opportunities for 'modern work experience' as per the governments updated statutory guidance for schools 2026 and outlined by the Careers and Enterprise Company.

3 Aims

3.1 The aims of this policy are to ensure that:

- Students are directed towards an appropriate form of work experience;
- The wellbeing of students in terms of health and safety, child protection, safeguarding, data protection is strictly observed;
- Safeguarding students is at the forefront of all the School's operations, the Governors, Management team and staff are committed to ensuring all students' safety;
- All parties, the student, employer, school and parents understand their role and responsibilities regarding the work experience placement.

4 Distribution

4.1 This policy is available on the staff intranet, MSP the School external website, and can be made available to employers, prospective employers and parents on request in hard copy form free of charge.

5 Equal Opportunities

5.1 In applying the policy and procedure, the School treats all students equally, irrespective of their race, colour, religion or belief, national, ethnic or social origin, gender, gender reassignment, sexual orientation, pregnancy or maternity, disability or special educational needs.

5.2 The School is active in its responsibilities under the Equality Act 2010 and has an Equal Opportunities Policy - Children (2.11), Special Educational Needs and Disability in Practice Policy (SEND) (6.4) in place. Students with special educational needs and disability will be supported by careful placement. Additional safeguards and reasonable adjustments may be identified as a result of a risk assessment.

5.3 The School consciously seeks to avoid all forms of stereotyping to ensure that students are given encouraged to consider the widest possible range of careers irrespective of their gender, background or diversity group.

6 Nature and Duration of Work

6.1 The student will carry out meaningful work, as described in an agreed job description.

6.2 No student will receive any payment for their work experience which forms part of their education.

6.3 The work experience will last for a maximum period of one week, minimum of three days

7 Protecting Students from Harm

7.1 Checks

7.1.1 To ensure a robust procedure for placing students in a safe environment, Sidcot School uses the Unifrog Placement tool which facilitates all the necessary checks on all placements. All placement paperwork is checked by the work experience co-ordinator and checks are performed where necessary.

7.1.2 In relation to all companies used for work experience placements, Unifrog placement tool

- maintains records of companies used;
- collates, undertakes checks on staff and visits the companies' health and safety policies, risk assessments, employers' and public liability insurances and safeguarding procedures;
- the Work Experience Coordinator will perform additional checks where placements are high risk or unusual
- where placements are undertaken abroad parents are guardians are advised of the need for additional insurance checks and cover as the school cannot insure students whilst on placement, this differs from country to country. Unifrog provides clear advice on the possible need to for companies to complete DBS and barred list checks on people who supervise a child under the age of 16, considering the specific circumstances of the placement, the nature of the supervision and the frequency of the activity being supervised;
- advises companies that, if the person working with the student is unsupervised and the same person is in frequent contact with the student, the work is likely to be Regulated Activity and that the company

should ensure that the person providing instruction or training is not a barred person.

In addition, the Work Experience Coordinator:

- consults with the Health Centre and medical records to identify any student who is particularly vulnerable;
- requests a Health Declaration form from all parents notifying the school of any health concerns that might impact on the placement.
- reviews the arrangements for placements and consults with parents where any concerns arise and liaises with parents to ensure that the arrangements are in place to safeguard students;
- organises telephone or email contacts with the student and employer during the placement;
- provides each student with telephone contact details and encourages students to make contact with the Work Experience Coordinator or a member of the school staff if they have any concerns during the placement.

8 Preparation of and Support for Students on Placements

8.1 The School will issue each student with a WEX logbook, alongside further advice and recommendations for a smooth placement.

8.2 The School will brief students on:

- how to apply for a placement and which information sources to use;
- realistic expectations for their placement;
- supervision arrangements and health and safety responsibilities of students and employers;
- safeguarding arrangements;
- arrangements for placement review and 'pastoral' support during the placement;
- arrangements for debriefing, assessment and recording experiences and progress.

8.3 The School will make suitable arrangements to visit/monitor students on placement. The nature of visits will vary depending on feedback from students and/or their parents, an accident or incident.

9 Health, Safety, Welfare and Security

9.1 The employer must recognise that a student on work experience is regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care. The checks performed will establish from the employer whether they have undertaken an appropriate work-based risk assessment, which also covers young people on work experience. This must be available for inspection.

9.2 The employer will ensure that the work will be supervised by a responsible person and the student will receive an appropriate induction to include health & safety on the first day of the placement prior to work starting, instructions and supervision during the period of the work experience.

9.3 The employer is notified of how to manage safeguarding concerns via the Unifrog platform.

9.4 The student's parent/guardian must confirm that the student is not suffering from any medical or other condition that will create a hazard either to the student or to those working with him/her.

9.5 If the child is unwell and unable to attend the placement, the parent/guardian must notify the School Work Experience Co-ordinator and employer before 9am (term time only). In case of accident or sickness whilst on placement, the employer must notify the School immediately. The student must have access to welfare and other staff facilities including first aid while on placement.

10 Prohibited and Restricted Activities

10.1 Work experience placements must not take place where the work concerned is subject to a statutory restriction based on a young person's age, or is restricted more generally for activities that are:

- beyond their physical or psychological capacity;
- exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm the unborn child;
- exposes them to radiation;
- involves a risk of accidents which they are unlikely to recognise because of their lack of experience, training or attention to safety;
- involves a risk to their health from extreme heat, noise or vibration.

10.2 Restrictions also apply in the following cases:

- Agriculture - restrictions on the employment of young people;
- Lead - prohibition of employment on employment in certain processes;
- Potteries - prohibition of employment on employment in certain processes;
- Wood Working Machinery - prohibition on employment of untrained young people.

11 Reporting of Accidents

11.1 Host employers should be asked to report immediately (to a previously agreed contact) full details of any accident involving a student.

11.2 The School will provide each student with emergency contact details for a member of school staff who can be contacted should an incident occur, or if significant concerns arise. This includes early mornings, evenings and weekends, or if a student is attending their placement at irregular hours.

12 Monitoring Students Wellbeing in Placement

12.1 The School will make suitable arrangements to visit/monitor students on placement as they retain the duty of care for the student during the placement.

12.2 Host employers should be asked to report immediately (to a previously agreed contact) full details of any accident involving a student or report any safeguarding concerns to the Work Experience Co-ordinator who will report on these in line with the School safeguarding policy.

13 Working Hours

13.1 The Working Time Regulations apply to students on work placements. Students should not work for more than five days in any consecutive seven-day period. However, the number of hours worked and pattern of work is normally a matter for agreement by the placement provider, the School and students.

13.2 Students should not be asked to work excessively long hours, or unnecessarily unsocial hours, and should not work more than a standard eight-hour day.

13.3 Students are entitled to a daily rest period of at least 12 consecutive hours in each 24-hour period in which they are at work and to a weekly rest period of at least 48 hours in each seven-day period during which they are at work.

13.4 Students are also entitled to rest breaks if their working time is more than four and a half hours. The rest break should be at least 30 minutes.

14 Insurance

14.1 The employer must have Employer's Liability (Compulsory) Insurance, Public Liability Insurance and vehicle insurance (where relevant) in place, and must confirm that students on work related learning schemes are covered by each policy before the placement commences. The employer must make certificates available for inspection by uploading them to the Unifrog placement tool for inspection by the Work Experience Coordinator.

15 Data Protection

15.1 The employer must give permission to process employer personal details for the purposes of work experience the Work Experience Co-ordinator manages the exchange of appropriate information from both parties to ensure a safe placement. This is in accordance with the GDPR. The student's personal details are confidential and should be safeguarded.

15.2 The student's parents must also give permission for their personal data to be processed by the employer and the Work Experience Co-ordinator via the Unifrog placement tool

15.3 The employer must only retain the relevant data for as long as is necessary. If this is to be longer than 12 months (for example in the event of an incident or child protection concern having been raised) they must notify the School for reasons why this is necessary.

16 Statutory Obligations

16.1 The employer must agree to observe all relevant/current legislation, in particular relating to Health & Safety, discrimination, race relations, disability and child protection.

17 Placements in Educational or Care Settings

17.1 If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school or nursery, and gives the opportunity for contact with children, this may itself be considered to be Regulated Activity. In these cases and where the child is 16 years of age or over, the work experience provider should

consider whether a DBS Enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for young people under the age of 16.

17.2 Checks for placements in Sidcot School, including the Junior School, Early Years setting and after school clubs will be advised by the Work Experience Coordinator in conjunction with the HR administrator.

17.3 Other organisations will be advised of the need for such checks by CSW Group Ltd.

18 Responsibility for this Policy

18.1 This policy is the responsibility of the Work Experience Co-ordinator, in conjunction with the Director of Operations and SMT.

19 Review

19.1 This policy will be reviewed annually by the Work Experience Co-ordinator. Earlier review will be undertaken in the event of incident, or change to legislation, guidance or practice.

20 Statutory Guidance, Regulations and References

In formulating this policy, regard to the following guidance has been made:

- Careers guidance and access for education and training providers – DoE – Sep 2026 – including The Gatsby Benchmarks for Good Careers Guidance
- Careers guidance and access for education and training providers - DoE – January 2018
- Careers Strategy: making the most of everyone's skills and talents DoE – December 2017
- Keeping Children Safe in Education, DfE, 2023
- The Education Act (1996), Section 560 as amended by the School Standards and Framework Act (1998), Section 112.HSE Guidance – what the law says about young people at work: Management of Health and Safety at Work Regulations (1999). <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>
- Work Experience: A Guide for Employers, DfES, 2018.
- The Children Act (2004).
- Careers Guidance and access for education and training providers DfE July 2021
- The Education (Independent Schools Standards) Regulations (ISSRS)
- The ISI Commentary for the Inspection of Schools (Handbook) 2021
- Guidance on the Employment of Children – Department for children, schools and families 2009
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21 Related Policies

School policies that relate to work experience are:

- 2.1 Safeguarding and Child Protection Policy and Procedure
- 2.11 Equal Opportunities Policy (Children).
- 6.1 Curriculum policy

- 6.4 Special Educational Needs and Disability in Practice (SEND)
- 6.11 Careers Education, Information, Advice and Guidance Policy (CEIAG)
- 8.1 Health and Safety Policy

22 Document Change History – document any changes since policy rewritten

Date of change	Detail significant changes and any new legislation / guidance taken into account
23.06.2017	Adopted by Board of Governors
22.06.2018	Updated in line with “Careers Strategy: making the most of everyone’s skills and talents DoE – December 2017.” Paragraph 2 – inclusion of “Year 12 students are encouraged to undertake relevant work experience to help develop their career awareness and to support their UCAS applications. At present, this is an optional arrangement.” Paragraph 7 reference to risk assessments and a signed Health Declaration form from parents notifying the school of any health concerns that might impact on the placement. Paragraph 8.2 Students will be briefed on how to apply for a placement and which sources to use
28.02.2019	Policy reviewed and updated in line with practice and Careers guidance and access for education and training providers – DoE – October 2018 – including The Gatsby Benchmarks for Good Careers Guidance Careers guidance and access for education and training providers - DoE – January 2018 Para 2 updated to state, “most students opt to arrange their work experience during their Easter or Summer holidays. Paragraph 8 updated, to say that the School will issue each student with ... a WEX log book. Paragraph 12 updated regarding monitoring arrangements. References to Education Business Partnership South West replaced with CSW Group Ltd
10/01/2020	Policy reviewed, minor changes to formatting and text.
11/11/2020	Policy reviewed
20/20/2022	Policy reviewed by Careers and Work Experience Co-Ordinator

	Minor changes including updating the statutory documents information`
02/07/2024	Policy reviewed Introduction section 1.5 removed, related to pandemic, no longer relevant. Scope 2.1 – minor change to reflect more accurate terminology and move towards more Sidcot students making applications outside the UK and UCAS system. Nature and Duration of Work, 6.3 – to reflect current offer to students. In 2024 they have been able to select three to five day placement. References to EBP replaced with CSW School visits to employers has been removed to reflect that students are contactable via teams and mobile.
27/06/2026	This policy has been reviewed to take into account the use of the Unifrog placement tool Additional reference has been made after the updated statutory guidance for 'modern work experience' to take place in schools from September 2026