



Sidcot  
Live Adventurously

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**Policy Name: Work Experience Policy and Procedure**

**Policy Number: 2.18**

**Date: 28 February 2019**

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## **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 some form of 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 UCAS applications. At present, this is an optional arrangement and most opt to arrange this during their Easter or Summer holidays.

## **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, Firefly, the School External Website, and can be made available to employers, prospective employer 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.

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## 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.

## 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 employs a specialist company, Careers South West Group Ltd (CSW Group) to vet employers and make thorough checks on all placements.

7.1.2 In relationship to all companies used for work experience placements, CSW Group:

- maintains records of companies used;
- visits and undertakes checks on staff and the companies' health and safety policies, risk assessments, public liability insurance and safeguarding procedures;
- advises the School, via the Work Experience Coordinator, on the suitability of placements;
- advises companies on the possible need 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 to identify any student who is particularly vulnerable;
- requests a signed Health Declaration form from 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 staff visits wherever possible and 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.

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## **8 Preparation of and Support for Students on Placements**

8.1 The School will issue each student with a copy of the information provided by EBP, a WEX log book, 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 sources to use;
- realistic expectations for their placement;
- supervision arrangements and health and safety responsibilities of students and employers;
- safeguarding arrangements;
- arrangements for mid-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 frequency 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 EBP 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 student's parent/guardian must confirm to the EBP 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.

9.4 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.

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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. The school relies heavily on teaching staff to undertake these visits.

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

## **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 CSW Group Ltd.

## **15 Data Protection**

15.1 The employer must give permission to process employer personal details for the purposes of work experience and EBP manages the exchange of appropriate

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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 EBP.

15.3 The employer and EBP 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 WEX Co-ordinator, in conjunction with the Director of Operations.

## **19 Review**

20.1 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 – October 2018 – 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, 2018
- 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).
- Work Experience: A Guide for Employers, DfES, 2002.
- The Children Act (1989).
- Careers Guidance and inspiration in schools – Dfe March 2015
- The Education (Independent Schools Standards) Regulations (ISSRS)
- The ISI Commentary for the Inspection of Schools (Handbook) 2018
- Guidance on the Employment of Children – Department for children, schools and families 2009

## 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	<p>Updated in line with “Careers Strategy: making the most of everyone’s skills and talents DoE – December 2017.”</p> <p>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.”</p> <p>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.</p> <p>Paragraph 8.2 Students will be briefed on how to apply for a placement and which sources to use</p>
28.02.2019	<p>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</p> <p>Careers guidance and access for education and training providers - DoE – January 2018</p>



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	<p>Para 2 updated to state, “most students opt to arrange their work experience during their Easter or Summer holidays.</p> <p>Paragraph 8 updated, to say that the School will issue each student with ... a WEX log book.</p> <p>Paragraph 12 updated regarding monitoring arrangements.</p> <p>References to Education Business Partnership South West replaced with CSW Group Ltd</p>
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