

Work Experience Policy

Date last reviewed	October 2023
Committee Responsible	Quality of Education
Designated member of staff	Bernie Corrighan (Head of Careers)
Date of next review:	October 2025

STATEMENT OF INTENT

The School is committed to providing a broad programme of careers education and guidance which is in line with the Gatsby Benchmarks. 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.

This policy provides a framework to ensure that students who take part in an experience of the workplace access placements that are carefully managed, monitored and which provide a safe environment. This includes the organisation of placements as well as health, safety and safeguarding requirements of all work experience programmes.

Student entitlement

As a part of the Gatsby Benchmarks the expectation is that all students will be involved in an experience of the workplace during their time at Grey Court. Experiences of workplaces can be virtually or in person and can include work visits, work shadowing and/or work experience.

- By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have.
- By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.

What is our programme?

Key Stage 4

In Key Stage 4, students will take place in either a work visit or work experience/shadowing. Workplace visits can take place throughout Key stage 4.

In Year 10, a small group of Year 10 students are selected to complete a week's work placement (Approx 20 students) in the summer term. The criteria for selection is based on those students who would most benefit from work experience at this stage and that could include:

1. Students on the SEN Register particularly EHCP.
2. Students on vocational courses/work related courses such as BTEC courses.
3. Students who are nominated by the SENCO or Phase Leader who may have specific needs best suited to work experience.
4. Parental request or special opportunity e.g. Wimbledon Tennis.

The process of work experience is managed by the Careers Co-ordinator through the Unifrog placements tool. The school will assist in helping source employers and do a health and safety check on each employer and risk assess the placement following the HSE guidelines: [Young people at work - work experience - HSE](#) . Students/Parents may find their own placements but they have to be checked through the school's system to ensure we are following our safeguarding procedures.

The job description is then shared with the school, the student, parent/carer and employer. Before students go out on work experience they will have a briefing from the work experience team at school which includes guidelines on what to do if they have any concerns over their placement and who to contact. There is also a briefing for parents/carers to inform them of procedures and work experience expectations. School details will also be given to the employer which includes the safeguarding contact at the school. During the work experience, phone calls/visits of the placements will take place and where necessary any concerns will be followed up.

All other students in year 10 will have an experience of a workplace during various activities. There are workplace visits that take place throughout KS4. In Activities week, we have a Careers day where students will experience a workplace and have encounters with employers and employees. In accordance with safeguarding risk assessments of these visits are carried out and staff accompany students on all the visits to the workplace. We also include an aspirational visit to a University. The aim of these activities is about developing students' employability and enterprise skills and also raising their aspirations for future careers choices in work and education.

Extended work experience or College link course

In Year 10 and 11, a very small number of students might have the opportunity of extended work experience or a college link course.

Extended work experience which is arranged by key staff using the Unifrog system to risk assess and Health and safety check. A designated staff member will be the link and check in with the student on a regular basis. They will also give information to the employer of the school contact and the designated safeguarding lead.

A student may go on a college link to support their Key Stage Four studies but this is at the discretion of the Headteacher working in liaison with the Phase Leader. A risk assessment will be given by the college and a designated staff member will be the link and check in with the student and college on a regular basis. They will also give information to the college contact of the school contact and the Designated Safeguarding Lead.

Key Stage 5 work experience

In Year 12 the whole cohort of Sixth form students take part in work experience in the summer as a part of the 16- 19 programme of study. See appendix 2 for process.

Health and Safety

Health and safety checks are taken place through the completion of the work experience placements form on Unifrog and guidance is taken from the Health and safety Executive: <http://www.hse.gov.uk/youngpeople/workexperience/cutting-bureaucracy.htm>

Safeguarding information

Employers are given a safeguarding document that links to the school's Safeguarding policy and the Designated Safeguarding Lead at school with all the contact details.

DBS Requirements

It is not a requirement for every employer to have a DBS check as no student is to be left on their own or unsupervised at any time whilst on placement. The school can demonstrate it has taken reasonable measures to assess risk and ensure students safety which we do through our work experience form and the employer has an up to date employers liability insurance indemnity cover. More information can be found on schools and employers responsibility online: <http://www.hse.gov.uk/youngpeople/workexperience/cutting-bureaucracy.htm>

Feedback, Evaluation and Review

The school will review both the year 10 and 12 work experience and work visits programme on a yearly basis to look at what went well and what could be improved. An evaluation is given out to students on return to evaluate overall experience and reflect on their achievements. There will be a review between the school and the employer to consider the success of the placement, identify the student's achievements and consider how the placement might be improved in the future.

Appendix 1

Year 10 Work experience process

Staff responsible: The teacher i/c of Year 10 work experience (SHO) and manage this process in liaison with the Head of Careers.

● Autumn Term:

- Students are identified through liaison with the Head of Careers, SENCO and Phase Leader.
- The school contacts employers to source work experience placements.

● Spring Term

- Initial letter sent to parents informing them of the opportunity of work experience to their child and seeking their agreement to the programme.
- Careers team meet with students and facilitate the completion of a Work experience choice form indicating student's area of interest which they then use as a basis for matching job placements.
- Parents are invited to attend an information evening where the Work experience programme is outlined. Parents are also invited to source their own placement if they have contacts and wish to do so. The school will carry out the relevant checks with the Unifrog placements tool.
- Work experience students' complete mock interviews or interview practice in school for the work experience interview that they need to arrange.

● Summer Term

- Work experience confirmation and job description are finalised on Unifrog as they become available and students contact their employer to arrange a pre placement interview.
- Work experience briefing meeting to ensure students have contacted their employer, and to provide reassurance and extra support.
- Final briefing meeting where work experience diaries/ log books are issued. Staff contact employers with school details.
- July: students complete 5 days of work experience during which time they receive a staff monitoring visit or phone call if more appropriate.
- Students are debriefed after work experience. They will receive a certificate and an employer's report for the week.

Appendix 2

Year 12 Work experience process

All placements must be completed on the Unifrog placements tool which is a risk assessment, check of Employers liability insurance and Health and safety check. This is completed by the student, employer, parent and then finally the school checks all the information. All parties have access to the information.

- September/October: During year 12 parents' evening work experience is introduced.
- October/November: Students are given a briefing about work experience, when it takes place and the process. Ongoing support by the Careers Adviser and Sixth Form team is provided to support students through the process and opportunities are advertised.
- November - December: students are given time to do a CV and contact placements.
- December: Friends and Founders Evening - this is a networking event arranged for year 12 students to give them the opportunity to network with a range of employers. This can offer an opportunity for them to find work experience placements.
- March: Deadline for students to arrange work experience.
- March - May: Support for students with no placements.
- June: student briefing for work experience.
- June: Employers contacted by school to thank them for supporting the student by offering work experience. Contact details and the designated safeguarding officer's details are given to all employers. A designated staff member will contact certain placements where students with any additional needs are attending and may attend a pre-meeting with the student.
- July: work experience takes place. Careers team, Sixth Form and Teachers either visit or call students to check in with the student and employer about the placement.
- July: After work experience students will reflect on their placement using the debriefing form and they will complete a paragraph for their UCAS or apprenticeship applications.
- July: Evaluation of programme and celebration of successes.