

Work Experience Policy

Date last reviewed	June 2021
Committee Responsible	Quality of Education
Designated member of staff	Bernie Corrighan (Head of Careers)
Date of next review:	June 2023

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. This policy provides a framework to ensure that students who take part in work experience access placements that are carefully managed, monitored and which provide a safe environment. This includes the organisation of the placement 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.

When do students do Work experience?

In Year 10 a small group of Year 10 students are selected to complete a week's work placement. The criteria for selection is based on those students who would most benefit from work experience at this stage and that would 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.

This work experience is organised in partnership with Achieving for Children Kingston and Richmond Education Business Partnership (KREBP) who will source the employers and do a health and safety check on each employer and risk assess the placement. The job description

is then shared with the school and the student. 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. Throughout the week, 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. The Careers Employability and Enterprise Week take part in a Careers day meeting different education providers and employers, as well as having a mock interview. Students then go to an employer workplace for the day to gain insight into the world of work and complete a work-based challenge. In accordance with safeguarding risk assessments of these visits are carried out and staff accompany students on all the visits to the workplace. They finally go on an aspirational university trip. The aim of this week 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 in partnership with KREBP and 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 officer.

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 officer.

Sixth form 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.

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.

- October: students are identified through liaison with the Head of Careers, SENCO and Phase Leader. The LSA i/c work experience works with the children and contacts parents on an informal basis.
- The school contacts Achieving for Children (AfC) who run the Kingston and Richmond Education Business Partnership to agree an SLA. KREBP draw on a large database of jobs (VERYAN) and experience of Health and Safety visits.
- November: Initial letter sent to parents informing them of the opportunity of work experience to their child and seeking their agreement to the programme.
- January: KREBP 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 securing job placements.
- January: Parents invited to attend an information evening where the Work experience programme is outlined in detail. Parents are also invited to source their own placement if they have contacts and wish to do so. 'Own Find' forms are available for parents to take with them.
- March: Year 10 Work experience students' complete mock interviews and the school begins to receive notification of confirmed placements through the learn about work website. Deadline for 'Own Find Forms' to be handed in.
- March – June: Work experience confirmation and job description are disseminated to students as they become available and students contact their employer to arrange a pre placement interview.
- June: Work experience briefing meeting to ensure students have contacted their employer, and to provide reassurance and extra support.
- July: 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.
- July: Students are debriefed on the first day back after work experience. They will receive a certificate and an employer's report for the week which goes in their year 11 Record of Achievement.

Appendix 2

Year 12 Work experience process

- September/October: During year 12 parents' evening work experience is introduced and procedures discussed.
- 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.
- All placements must complete the work experience placement form which is a risk assessment for the placement and is brought back into school to ensure the placement has been checked by school.
- October - 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.
- February half term: Deadline for students to arrange work experience.
- Feb - April: Support for students with no placements.
- June/July: student briefing
- July: 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, 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 are encouraged to reflect on their placement this is either by a work experience debrief lesson or through a reflection sheet they are asked to complete (this depends on term dates)

Health and safety checks are taken place through the completion of the work experience placement form (appendix 3) and guidance is taken from the Health and safety Executive: <http://www.hse.gov.uk/youngpeople/workexperience/cutting-bureaucracy.htm>

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/organiser.htm>

Feedback, Evaluation and Review

There will be a formal review between the school and the employer to:

- consider the success of the placement
- identify the student's achievements
- consider how the placement might be improved in the future
- An evaluation is given out to students on return to evaluate overall experience and how we can improve year on year.

Appendix 3 - Year 12 work experience Form



Work Experience form

Student details

Student name		
Student contact number		
Placement dates	To:	From:

Thank you for offering a work experience placement. Please provide some additional details below for our records. **Page 1 to be completed by the Employer and Page 2 by Parent/Carer and student.**

Placement details

Company name		Contact name	
Address			
Phone			
Email Address			

Certificate of Employer's Liability

The work experience student will be classed as an employee for the duration of their work experience placement. Therefore please fill in the details below or attach a copy of the Policy.

Issued by			
Policy number		Expiry date	
Please tick this box to confirm that the policy will be renewed once the expiry date has passed <input type="checkbox"/>			
Young people & work experience is the Health & Safety Executives short introduction to hosting work experience. Please read through it at this link: http://www.hse.gov.uk/pubns/indg364.pdf and ensure a copy is made available to anyone who will be supervising the student during the placement.			

Placement information

Hours & days of work			
Brief description of work involved			
Requirements of student e.g dress code			
Do you consider the tasks that the student will be completing to be High risk <input type="checkbox"/> Medium risk <input type="checkbox"/> Low risk <input type="checkbox"/>			

Employer name	
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Signed		Date	
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Work Experience form (Page 2)

Completed by parent/carer and student



If the placement is a Parental recommendation please give details below

**Why are you recommending this placement? How did you source the placement?
Is the employer already known to you? E.g. friend/relative? We need all the assurances you can give us and reasons why you think your son/daughter will be well looked after.**

How is this work experience placement related to your future career goals?

**How is this placement linked in with your university/career goals?
What skills are you hoping to develop on this placement?
If not related, give reasons why you think it will help you in your university or career choices**

As the parent or guardian of the student named above I confirm that I approve this work experience placement. I have informed the employer of any issues that may affect the placement e.g. health conditions, special needs or disabilities

Parent/guardian name			
Emergency contact number for placement			
Signed		Date	

If this form will be emailed to the school, an electronic signature is acceptable