



# **Hardenhuish School Work Experience Policy**

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Manager**



# Hardenhuish School

## Work Experience Policy

### 1 INTRODUCTORY STATEMENT

Work experience is an integral part of all our pupils' entitlement to careers education at Hardenhuish School. The key aim of this programme is to prepare all our pupils for working life. Through work experience we expect our pupils to enhance their knowledge of the world of work and their own employability, regardless of their race, gender or ability. The programme is one part of a whole-school commitment to partnership between education and the workplace.

Hardenhuish School embraces flexibility in learning. Work experience programmes help raise parity of esteem for each diverse group and enable pupils to make cross-curricular links with their individual study programmes. Pupils are prepared for work experience through modules taught in PSRE lessons; Health and Safety management is key to these lessons as well as a clear understanding of the high levels of expectation throughout their experience.

Work experience is compulsory for Year 10 pupils and is encouraged for Year 12 students. It is also available for pupils undertaking Vocational courses in Year 11 and on an ad-hoc basis for pupils over 14 years old as part of alternative provision. These placements are organised and managed under the direction of the Careers and Transition Manager.

### 2 OBJECTIVES

Work experience contributes to the achievement of the following work-related learning objectives:

- raising standards of achievement for all
- developing pupils' employability and key skills
- enhancing careers education and guidance
- increasing awareness of vocational courses
- promoting an understanding of the economy, enterprise and personal finance
- understanding structure and operation of business
- developing personal and social education
- developing active citizenship
- providing a work related context for the National Curriculum
- providing pupils with the means for self-evaluation.

Work experience also achieves learning outcomes linked to wider transferable skills including:

- pupils learning to work co-operatively with a range of different people
- pupils learning to present themselves confidently in a range of different situations
- providing opportunities for pupils to take responsibilities
- pupils learning to be aware of how others see them and to manage praise and criticism in a positive way
- pupils learning to be aware of how to assess and develop their personal qualities and key skill
- pupils developing organisation, time management and life skills.

### 3 MANAGEMENT AND CO-ORDINATION

#### a) Scheme Approval

Approval of work experience programmes is the responsibility of the School. Responsibility for managing and authorising placements lies with Hardenhuish School; our internal insurance does not cover pupils who are off site for work experience. Changes to the Health and Safety Executive (HSE) guidance relating to pupils on work placement emphasises that employers should treat pupils as a young employee and are therefore responsible for the insurance and health and safety of the pupils on placement. The School's responsibility is to ensure that employers are aware of this and have the appropriate insurance in place.

**The school has a protocol in place for the implementation of work experience placements for Year 10, 12 and additional placements as described in this policy. This outlines the timelines, roles and responsibilities behind the different work experience placements organised by the school and ensures the health and safety and safeguarding responsibilities (below) have been adhered to.** The school will ensure Health and Safety Checks on all placements are carried out to ensure employer premises and the tasks pupils are asked to perform are appropriate (see protocol). Employers are contacted and asked to confirm appropriate measures have been implemented for the placement. The questions posed to employers reflect the level of risk posed by the placement. As per the HSE guidance, risk levels are classified as; low risk environments (those with everyday risks such as offices), medium risk environments (those with less familiar risks i.e. light assembly or packing facilities) and higher risk environments (such as construction, agriculture and manufacturing).

In line with HSE guidance, these checks need not be repeated where an employer has a good track record with previous placements, and the student's needs are no different to those on past placements. So, where there has been a previous placement in recent years with the same employer, same job description and where the employer contact name is the same, these Checks will not normally be repeated.

National legislation and guidance will be followed to ensure the health, safety and safeguarding of pupils. These placements are organised and managed under the direction of the Careers and Transition Manager. The School therefore only authorises placements that have been officially checked; any other placements are at the parents' own risk.

Where circumstances beyond the control of the school, such as a pandemic, mean that it is not possible to offer our normal work experience programmes, every effort will be made to offer alternative opportunities such as virtual work experience and careers presentations.

#### **b) Health and Safety**

Pupils on work experience are classed as employees for health and safety purposes. This means employers owe a duty of care to the pupils, just as they do to any employee. Employers' existing workplace risk assessments should already cover the risks that work experience pupils may be exposed to and this will be queried as part of the Health and Safety process. Their existing Employer's Liability Insurance will cover pupils and records that this documentation has been checked will be stored by the School for 7 years.

Hardenhuish School retains a 'duty of care' at all times, and will ensure:

- Placements are vetted, as detailed above and in line with HSE guidance.
- We will ensure our pupils are matched carefully to the placement and support the pupil when they are on a placement; taking into account any additional needs they may have.
- Any additional safeguarding issues are taken into account and action taken to ensure pupil safety.
- Our pupils are prepared and briefed about health and safety and understand how to identify hazards and the sort of control measures that can be put in place to reduce the risk of injury or accident.
- Our pupils develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience.
- That a named contact, is available during the times when pupils are on placement. This will include the period between the school closure and the start/end of the business day.
- Systems are in place to ensure the health, safety and welfare, so far as reasonably practicable, of placements, in collaboration with parents i.e. H&S Policy, risk assessments, communications and consents.
- Any contracted work experience organisation will ensure the specific activities that pupils undertake on a work placement take account of any restrictions and prohibited work aligned to age.
- We will remain aware of legislation and guidance documents relating to work experience published by the Department for Education and the Health and Safety Executive and update this policy as appropriate. In line with Health and Safety Executive guidance, we will not offer work experience overseas.

#### **c) Safeguarding**

A work experience safeguarding booklet is sent to employers which defines safeguarding and states that any concerns regarding the abuse, harm and neglect of pupils/students on work experience must be reported immediately to school who will then inform the Designated Safeguarding Lead (DSL). School staff that visit a pupil/student on work experience are asked to report any safeguarding concerns to the DSL. It is not a national requirement for employers and employees in work experience settings to be Disclosure and Barring Service (DBS) checked.

#### 4 REVIEW, REVISION AND THE SCHOOL DEVELOPMENT PLAN

The Careers and Transition Manager reviews the programme on an annual basis. This review, which includes evidence from a thorough pupil and pupil evaluation of their experiences, is presented to the Leadership Team. This review:

- analyses the extent to which the current programme meets the stated aims and objectives along with national and County quality standards
- examines any health and safety issues which may have arisen
- analyses the nature of completed placements, including the type of employers, geographic distribution and the proportion of placements arranged independently by pupils compared to those from the on-line package
- identifies areas for improvement which will be incorporated within the work-related learning section of the School Plan
- links the pupil evaluation to the learning outcomes to ensure that the school is best able to measure the impact of the programme.