



South
Nottinghamshire
Academy

SOUTH NOTTINGHAMSHIRE ACADEMY

WORK EXPERIENCE POLICY 2022 / 23

Title of Policy	Work Experience Safeguarding Students in Industry
Date of adoption of policy	September 2017
Last reviewed	September 2022
Date of next review	September 2023
Originator	Louise Caunt, Careers & Employer Engagement
Additional Information	Throughout this policy, Parents refers to Parents/Carers

Introduction

In line with the Education Act 1996, we believe in providing students with learning opportunities which aim to equip them for adult life. The school strives to introduce students to a range of teaching and learning opportunities, which offers them practical experience in many aspects of life. For many students, active learning is key to motivation and aspirations and has an impact on other aspects of school life.

Work Experience is an integral part of our Key Stage 4 and 5 programme and offers students a valuable opportunity to practice key skills and career management, learned in other areas of the curriculum. The programme allows a tailored approach to students' learning needs. It includes target setting and action planning and allows staff to individualise the programme according to ability. This approach ensures that students are able to link the skills they learn at school to the requirements of the employer. Work experience aligns to the 6 strands of the new CDI Framework.

The context for the programme

In developing the programme, we have taken the following documents into consideration:

- Section 351 of the 1996 Education Act which requires schools to provide a balanced and broadly-based curriculum, which ***prepares students for the opportunities, responsibilities and experience of adult life.***
- DCSF Work Related Learning Guide.
- Work Related Learning and the Law, DfES 2004.
- 14 to 19 Opportunity and Excellence
- Changes to KS4 Curriculum.
- School Development Plan.
- Safety Measures Ltd Service Level Agreement.

The Aims of the Programme

Work Experience placements are regarded as a means of achieving learning outcomes. There are five main curriculum areas to which the work experience programme is linked.

1. Employability and Key Skills.
2. Careers Education & Guidance.
3. Vocational Learning.
4. Personal & Social Education.
5. National Curriculum and other subjects.

1. Employability and Key Skills – insights into skills and attitudes required by particular sectors and employers and an opportunity develop, practice and demonstrate key skills in a work setting; in particular, recognising hazards, assessing and controlling risks, working with others, ICT skills and improving self-development and performance.
2. Careers Education and Guidance – a better understanding of changes in the world of work and the implications these have for their own careers. Additionally, a better understanding of Labour Markets, jobs of the future, technology, stereotypes and importance of action planning.
3. Vocational Learning – a better understanding of changes in the world of work and the implications these have for their own careers. Additionally, an improved understanding of labour markets and future careers.
4. Personal and social development – development of increased maturity, with improvements in aspects such as motivation, self confidence and skills required for the world of work.
5. General subjects – opportunities for students to enhance their understanding of the national curriculum, development knowledge of a range of issues involving health and safety, economic and business issues, citizenship, environment and moral social education.

Student Entitlement

Our students are entitled to receive:

- 5 days of work experience, appropriate to their learning needs, in Year 12.
- A learning programme designed to prepare them for the placement.
- Guidance and support when selecting their employer and considering their options.
- An opportunity to set individual learning targets for their placement, and **Both students and parents have a right to expect that all precautions will be taken to ensure that an individual's health and safety will be paramount during all stages of the work experience placement. Additionally, safeguarding guidelines will be issued to employers, in order to enforce safety in the workplace, child protection and GDPR.**
- Parents should be aware that the school will not accept any applications for holiday leave during their designated work experience week.

Programme Outline

The five-day work experience activity will take place in the summer term and involves all of Year 12 students. Students are encouraged to think about their career ideas, interests and aspirations and values for the future. Students can apply for one of the school's 'sourced' placements OR they can find a placement, through their own networks.

Programme Delivery

October	Assembly to launch work experience to Years 12. Students advised about researching employers. Parent/student info sent home.
November	The Careers Adviser, tutors, staff and parents will guide students with making realistic choices. Students will link with the Careers Adviser at conv time and at the weekly Lunchtime Drop In session.
November to May	Placement and student information will be submitted onto the Safety Measures Ltd database via the Careers Adviser. This ensures that employers receive an appropriate number of requests and that health and safety and risk assessments are checked. A job description will be created and the placement is then approved.
November to May	The Careers Adviser will remain in contact with employers and confirm the student names and dates of the placement, along with any other SEN information. GDPR will be adhered to.
March to May	Focus on students who have not found a placement.
Mid-March	Deadline for 'out of town' health and safety placements.
May to June	<p>Students and parents receive a detailed pack of information outlining the placement details and other important updates. Students are asked to contact their employer by telephone, in order to find out about their week in the world of work.</p> <p>Students will start to complete their Work Experience Diaries in tutor time, in order to become familiar with health and safety and explore their placement in more detail.</p>
July	<p>Activities in tutor time.</p> <p>Assembly talk from Senior Team about Etiquette and Safety in the workplace.</p> <p>Students attend work experience, complete their placement diary and an evaluation is carried out at the end of the week.</p> <p>In school, students and staff will reflect on the programme and students send letter of thanks to employer and offer feedback to the Careers Adviser.</p> <p>Students reflect on their experience and take part in a planning for the future 'themed' week.</p>

Preparation Programme

This consists of tutor led sessions and assemblies, with high regard to health and safety – topics include:

- Staying safe in the world of work
- Hygiene – particularly if working in healthcare, salon and animal settings
- Employer expectations / etiquette
- Safety during lunch and break times
- Working in isolated areas of a business / one to one working with staff
- Bullying in the workplace
- Sharing personal data and phone numbers
- Social media and phone use in the work place
- Travelling in a vehicle with an employer – **Consent is required by parents.**
- Handling machinery and other equipment
- Contacting employer in case of sickness absence
- GDPR – and wider personal information sharing

Debriefing Programme

During tutor time we encourage an open discussion / reflection on the difference between school and work. Students will send a Thank You to their employer and they can use them for a reference in the future.

Equal Opportunity for students

All students are given an equal opportunity to access the preparation support for placements. Employers will be made aware of any SEN or medical conditions (**with consent to share this information, from the student / parent / carer**). Work Experience is seen as an effective means of challenging stereotypical choices. Students are encouraged to push their boundaries and try activities, which would not normally lie within their scope of interest.

Supporting Students who do not secure a placement

It is mandatory that all students embark on work experience, however, we remain mindful of any changes with C19 that may impact our employer links and their current regulations of working. Any students not securing a placement will be able to consider Virtual Work Experience, taking place in school. This will be monitored in a classroom setting with teacher observation.

Roles and Responsibilities

Governor - Head Teacher - Assistant Head - Careers Leader - Tutors - Employers - Parents

Our Trust and Governors have responsibility for ensuring that we meet our requirements under the law for maintaining health and safety and curriculum requirements. Our Head Teacher is responsible for ensuring adequate resources are available.

The Careers Adviser in conjunction with teachers and other staff, is responsible for ensuring the programme is developed and delivered in an integrated way across the entire curriculum. They are also responsible for all aspects of programme delivery including, developing the learning programme, ensuring health and safety, GDPR and policy production.

Our Careers Adviser is responsible for communications with parents and employers and for maintaining records of student placements and ensuring health and safety and policy production and adhering to GDPR. Our employers have the responsibility of making sure the student has a positive learning experience and that our Health and Safety Guidelines are adhered to. They must keep the student safe at all times and inform them about their own health and safety guidelines. A member of their staff must be available to discuss and evaluate the student during the teacher evaluation visit. They must make the school aware of any student absence/appointments.

Cross references

This policy has taken into consideration and has links with the following:

- Teaching and learning policy
- Equal opportunities policy
- Staff development policy
- Health and Safety policy
- Safeguarding Young People
- GDPR
- Careers Education and Guidance policy
- Personal, Social and Health Education Policy
- Assessment, recording and reporting
- Student support, guidance and welfare
- Departmental policies and schemes of work
- Special Needs policy
- Service Level Agreement with [Safety Measures Ltd.](#)

Health and Safety

All students **must** be placed in work experience placements, which have been health and safety checked by [Safety Measures Ltd.](#) This will ensure that the safety of students is maintained whilst they are on Work Experience. [Safety Measures Ltd.](#) will ensure that the employers concerned have Employers Liability Insurance and robust systems in place for ensuring that the safety of learners is ensured.

No student will be allowed to go on a work experience placement unless it has been health and safety approved in advance by [Safety Measures Ltd.](#) Any placement organised by a parent and taking place with an employer which does not go through the school's procedures for gaining health and safety approval, will be deemed by the school and the LEA to be unauthorised absence, with the parent taking sole responsibility for their child. In this instance, a formalised agreement will be signed by the Head Teacher, the Safeguarding Leader, The Careers Adviser and the parent/carer.

Links to student guidance and development

Work experience is an integral part of the Careers Programme in the School. It is the culmination of five years of CEIAG. In Year 12 students are encouraged to use what they have learnt in previous years and across our Themed Weeks, to inform their planning for their transition into post 18 pathways.

Evaluation, Reflection and Recording

The student work experience diary is used to set and review individual learning targets. This process contributes to the overall individual learning planning process in the school. Correct completion of the Work Experience diary is a requirement for all students. They should store their Work Experience diaries in a safe place and can reflect on this opportunity in the future.

A formalised teacher / employer Evaluation takes place with the Careers Adviser / teacher and the student will self-assess their experience.

All students are visited / contacted by school staff whilst they are on placement. Staff are required to provide feedback and evaluation after the visit and complete a report in cases of excellent student work or to outline any causes of concern.

This feedback, including employer feedback is reviewed at the end of the summer term. Any gaps in the programme which have been identified as a result of the evaluation, are considered in the planning of the programme for the following year. Careers Adviser will discuss with SLT.

Policy Processes

This policy will be reviewed annually at the start of the school year. This review will be carried out by the Careers Adviser, Safeguarding Leader and other SLT.

Careers Adviser _____

Chair of Governors Signature _____

Head Teacher Signature _____