



<b>Title</b>	<b>Work Experience Policy</b>
<b>Reviewed</b>	<b>September 2024</b>
<b>Originator</b>	<b>J Coe S Lane</b>
<b>Approved</b>	<i>R Hardcastle</i>

Vision and Purpose .....	3
Aims.....	3
Work Place Experience .....	3
Student Conduct Workplace Experience .....	5
Payment.....	5
Travel Costs.....	6
Hours of work.....	6
Meal breaks .....	6
Absenteeism .....	6
Equal Opportunities.....	6
Special Educational Needs .....	7
Safeguarding .....	7
Workplace Visits – KS4.....	7
Virtual Work Experience – KS4 and 5 .....	8
Leadership and management.....	9
Resources.....	9
Evaluation, Review and Impact .....	9

## Vision and Purpose

At Sir Christopher Hatton Academy we aim to implement an outstanding careers provision by complying with the Gatsby benchmarks. As such we are working towards ensuring that 'Every pupil should have **first-hand experiences of the workplace** through work place visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.'

[Experiences of workplaces | Gatsby \(goodcareerguidance.org.uk\)](https://www.goodcareerguidance.org.uk)

## Aims

- To offer quality, career-relevant work experience opportunities to our KS4 and students in order to aid them in making informed choices about their future careers.
- To provide an opportunity for personal development as it helps students experience working with adults and in an adult way, being responsible for themselves and developing a range of skills, knowledge, and attitudes that are relevant to adult life.
- To aid students in choosing the right sector to work in or conversely, deciding against a certain career path.
- To offer the student the opportunity to gain experience of interacting with adults, on a level playing field, taking responsibility for themselves by arriving on time and also using their initiative to carry out some tasks independently.
- To build useful skills that cannot be taught in the classroom.

## Work Place Experience

- All Year 12 students will be given the opportunity to attend a work placement during the summer term, which will be coordinated and supported by the Academy / External provider (Careers Consult). Students are prepared for the placement through a series of assemblies, form-time activities, and support sessions from Careers Consult.
- Students and Year 12 Form tutors are briefed by the Head of Careers / Careers Consult during terms 3 and 4 regarding the procedures for students to find and book their own work experience placements.
- Students choose placements from a database provided by the Academy or have the option to arrange their own placement which will be health and safety audited by the Work Experience Coordinator.
- An external company (Careers Consult UK) will be used to support students in finding their own work experience placements that are relevant to their

future career aspirations. At this stage systems and processes of how to approach employers and an explanation of the electronic forms that will need to be filled out will be explained to students. Parents complete an authorisation form, permitting for their child to complete work experience. At this stage, parents can request whether their child requires support in getting a work placement and the Academy works with CCUK on providing guidance and support for any students with SEND needs. Students are then given 6 weeks to find work experience placements, with an electronic employer consent form being sent to employers to confirm the placements.

- Parents are invited to a presentation by Careers Consult who will explain to them how they can support their child in sourcing a relevant placement.
- Students will be required to generate a CV and submit this to potential Work Experience employers. Guidance of how to write a CV will be shared with students during Lifeskills.
- Careers Consult undertake risk assessments and health & safety checks for all placements including those which have been sourced by students. On the form completed by employers, Careers Consult UK ask for a breakdown of what activities the student will be asked to undertake.
- When signing the Work Experience contract Careers Consult asks allemployers to confirm that
  - The hours of work will not contravene those legally allowed for under 18's.
  - All relevant risk and health and safety assessments are in place.
  - The employer can guarantee that to the best of their knowledge, the student will not work with anyone who has been legally barred from working with children.
- Careers Consult UK will then contact any companies individually where issues arise or if there are concerns.
- For the placements provided by Careers Consult UK, employers complete the same paperwork as above and in addition to this Careers Consult UK conduct either a detailed telephone conversation or on-site visit to ensure that the placement is appropriate. Where we haven't been able to have an on-site visit before the placement begins, we will ensure we visit during the placement itself.
- Students are expected to arrange an interview with the employer before starting the placement.
- Whilst on placement students will be expected to complete a work experience diary and log to record their experience. This also contains, key contacts,

health and safety responsibilities, prompts, tasks/projects for students to undertake.

- All employers receive a phone call from Careers Consult UK during the placement, with follow-up calls and visits if required. Students, parents, and employers are provided with a designated phone number to contact if they have any questions or problems during the work experience placement.
- Employers are also asked to complete an Employer Report to provide feedback on the student's performance and help the school assess the work of the student.
- The work experience coordinator will contact each employer to thank them for their time and gain any feedback which will help us in improving the process next academic year.
- Where face to face work experience cannot be gained students should arrange to partake in virtual work experience through a reputable company or speakers for schools.

### **Student Conduct Workplace Experience**

During the work experience placement/workplace visit the student is reasonably expected to:

- dress appropriately as defined by the employer
- maintain an interest in the work provided
- be punctual both on arrival and after breaks and leave the premises at a time agreed with the employer
- follow instructions
- accept suggestions
- ask for help when needed
- act in accordance with Health & Safety requirements
- keep personal problems at home
- have a good attendance record – notify both the employer and academy promptly if unable to attend
- behave in a way that reflects well on the student, employer, academy, and fellow employees
- follow the routine of the workplace
- show respect for the employer's and other employees' property

### **Payment**

During the work placement students are classified as children in education, not as employees, and therefore have no right (under the Work Experience Act 1974) to expect or receive payment in any form. Consequently, students must not be used in place of regular employees and must not undertake work of a repetitive or long-term nature beyond what would be classified as reasonable practice of a particular skill.

## **Travel Costs**

The cost of travel to and from the workplace is not covered by the Academy and will need to be covered by parents/carers.

## **Hours of work**

Generally, students are expected to work the normal hours of the business rather than Academy hours. Some students though may have commitments e.g., part-time paid work, sports, cadets, etc. that may mean they will need to negotiate the hours of work with their employer. It may also be that a student is asked to work a day at a weekend, although no more than five working days should be worked in any week of work experience. Similarly, it may be the normal practice of an employer to work early or late shifts. Hours and days of work should be established prior to the commitment of the placement during the employer interview.

## **Meal breaks**

Meal and other breaks should be negotiated prior to commencing the placement during the employer interview, or at the beginning of each day. Students should have meal breaks in line with the conditions observed by the organisation in which they are working. Students should strictly observe the allocated time for meal breaks, and this time is not to be included in the total number of hours worked.

## **Absenteeism**

Students are to contact their employer and the Academy in the event of absenteeism prior to the start of the working day.

Students must be informed by their form tutors or supervisory tutor as appropriate during their preparation for work experience that if they have any problems regarding their placement, they are to either contact the Academy's Work Experience Co-coordinator or the member of staff allocated to visit them. Those problems must be recorded on the Work Experience Visit Form and followed-up within one working day.

## **Equal Opportunities**

In line with the equalities Act of 2010 <https://www.legislation.gov.uk/ukpga/2010/15/contents> No student should be denied a placement based on their protected characteristics. All applications are considered on availability and merit. Where more than one student applies for the same position, a CV will be submitted to the employer who will choose the candidate that will best match the position based on skills and experience. An interview process via phone or face-to-face may form part of this process. Students should report any breach of the Equalities Act to the Assistant Principal Careers Lead and Careers Consult should this happen either prior to or during the placement.

## Special Educational Needs

All students with special educational needs participate fully in the work experience programme. Their individual needs are taken into consideration when support is being given to search for placements. Where necessary, students should ensure employers are informed of their specific needs and provision, support can be given by the Assistant Principal Careers Lead and Careers Consult should the students feel that they are unable to articulate to the employer the support they require.

## Safeguarding

In line with the guidance from Keeping Children Safe in Education. DBS checks are not a requirement for adults working with post-16 students for work experience unless a person providing teaching/training/instruction/supervision to the child on work experience will be:

- Unsupervised or by themselves
- There is substantial 1:1 working alone with an adult. 1:1 working alone is defined as more than ½ a day.
- It is deemed by the academy that the student is vulnerable;
- Providing the teaching/training/instruction frequently (more than three days in a 30-day period, or overnight);

The Academy when organising work experience placements should ensure that the placement provider has policies and procedures in place to protect children from harm via Careers Consult our work experience provider.

- The Academy's work experience provider should check with the provider of the work experience to ensure that the person is not a barred person.
- If a student (aged 16 or over) is carrying out work experience that could be considered regulated activity related to children (e.g. in a primary school) the provider of that placement may complete a DBS check for the student prior to the commencement of the placement."

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

In order to ensure the safeguarding of our students each placement will be party to a risk assessment which will be complete by Careers Consult UK.

For those students who wish to find their own placement, the details of the employer must be shared with the work experience coordinator so the relevant safety checks and risk assessments can be completed.

## Workplace Visits – KS4

- As an Academy we wish to also offer our KS4 students experience of the workplace. We wish to support their future careers decision making, and support our options process.

- Year 9 students will be invited to attend a visit to a workplace with one of their chosen options subjects over the course of the Academic year.
- The Assistant Principal Careers Lead will launch the initiative with curriculum leaders and outline the requirements of the visit. The visit will then be sourced and generated on the Evolve system by the Curriculum Leader / Class Teacher. Trip paperwork will be generated and support with this process will be given by the Work Experience Coordinator and Trips and Visit Coordinator.
- Consent will be gained from parents prior to the visit and relevant risk assessments and paperwork generated in line with the trips and visits policy.
- The visit should include a tour of the workplace, the ability to ask questions about jobs in that particular workplace, and the opportunity to complete and gain feedback on a relevant workplace task or activity.
- Those students who have not been able to attend a visit to a workplace via their chosen curriculum options will be offered this opportunity by the careers team.
- Attendance to workplace visits will be tracked via Evolve and transferred to the careers tracker.
- Feedback on this process will be recorded by the trip leader on the Evolve system and a student questionnaire will be generated to gain students' feedback on their workplace visit.
- The cost of transport will be covered by voluntary contribution or individual department budgets.

### **Virtual Work Experience – KS4 and KS5**

- Where a workplace visit or work experience is not available students will all have the opportunity to complete virtual work experience.
- Where face-to-face work experience is not possible virtual work experience will be offered to students in its place.
- Year 9 will all complete a virtual work experience over a series of weeks as part of the PSHE Careers curriculum.
- The brief for the virtual work experience will be written by the Assistant Principal Careers Lead alongside local employers as outlined below.
- Completed projects will be sent to the employer for feedback.

- Additional non term time work experience opportunities will also be shared with students via email, the Sixth Form Bulletin and the Hatton News.

## **Leadership and management**

The work experience program is coordinated by Careers Consult, the Assistant Principal Careers Lead and Vice Principal of Curriculum.

## **Resources**

Funding is allocated in the annual budget planning cycle under the Work-Related learning budget. The Assistant Principal Careers Lead is responsible for the effective deployment of resources.

## **Evaluation, Review and Impact**

The work experience program is planned and evaluated by Careers Consult, the Assistant Principal Careers Lead and the Vice Principal of curriculum.

Feedback will be gained from both students, staff, and employers following work experience placements to allow us to streamline and improve our processes and assess impact.

The evaluation forms part of the Academy's Self-Evaluation Form and Gatsby Benchmark 6 compliance.