

WORK EXPERIENCE POLICY

1. Purpose

- 1.1 The Two Counties Trust believes that work experience is very important as it provides our students with a real insight into the world of work, and presents them with an opportunity to develop the skills they will need to successfully make the next step in their career or educationally. It is central to the curriculum as a key part of the non qualification activity. It may comprise work experience, internships, taster days, as well as academic projects, or specific programmes to enable SEN students to prepare for adult life. Students also have access to a Careers Fair every year which brings our students into contact with the world of work.

2. Scope

- 2.1 Work Experience forms an integral part of the Careers, Education, Information and Guidance (CEIAG) programme at the Two Counties Trust. Our aim is to offer our students a high quality and meaningful engagement with employers to give them a valuable experience of the work environment and develop their employability skills. We aim to fully involve students in this experience by encouraging them to seek their own relevant work experience.
- 2.2 There are five main curriculum areas to which the work experience programme is linked. These are:
- Employability and key skills.
 - Careers education and guidance.
 - Vocational courses.
 - Personal and social education.
 - National curriculum and other subjects.

Employability and key skills

Insights into skills and attitudes required by particular sectors and employers and an opportunity to 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 own learning and performance.

Careers education and guidance

A better understanding of changes in the world of work and the implications these have for careers.

Vocational subjects

A better understanding of vocational areas being studied, the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.

Personal and social development

Development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills.

General subjects

Opportunities for students to enhance their understanding of the National Curriculum,

develop a practical understanding of a range of issues involving health and safety, economic and business issues, citizenship and environment and moral and social education.

3. Policy Principals

- 3.1 Work Experience placements are only permitted by law for students during the last two years of compulsory education and for Post 16.
- 3.2 It is our policy that all work experience is unpaid as the employer is providing the opportunity for the student to gain new skills and knowledge in exchange for their time.
- 3.3 The Working Time Regulations (1998) applies to students under the age of 16 on work experience placements and as such:
 - They should not work for more than 5 days in any consecutive 7-day period.
 - The number of hours worked and pattern of duties is normally agreed by placement providers, education establishments and students.
 - The Trust will put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours. It is strongly recommended that students should not be asked to work more than a standard 8-hour day, inclusive of breaks.
 - Students under the age of 16 are only permitted to work between 7am and 7pm.
- 3.4 The Trust and Futures for Business, working with local employers, schools and young people will deliver a quality work placement programme and will:
 - Ensure that work placements are a meaningful and inspiring experience for all young people.
 - Make the world of work more accessible to young people and improve social mobility.
 - Promote quality work placements delivering a positive impact for students and the employers who interact with them.
 - Equip young people with the self-knowledge, self-esteem and self-confidence to keep them on track with their career aspirations.
 - Give a clear message to the local business community that they can build their talent pipeline through quality work placements.
 - Ensure that all the work placements are risk assessed and comply with the law.

4. Student entitlement

- 4.1 Our students are entitled to receive:
 - Five days of work experience appropriate to their learning needs.
 - A learning programme designed to prepare them for the placement.
 - Guidance to support their choice of placement.
 - An opportunity to set individual learning targets for their placement.
- 4.2 Both students and parents have a right to expect that all precautions will be taken to ensure that individual's health and safety will be paramount during all stages of the work experience placement.

5. Organisation and Allocation of Responsibilities

- 5.1 Schools within the Trust have appointed Futures for Business to ensure that all work placement providers are suitable, have the correct level of insurance, have the correct policies and procedures and suitable and sufficient risk assessments are in place.
- 5.2 Students are expected to play a key role in organising their own placement. This arrangement supports the students as it encourages them to use the initiative to find suitable placements, to make contact with employers and communicate with adults about issues to do with Work Experience. The Trust believes the placement is more likely to be successful if the student arranges it themselves.
- 5.3 Each school has a nominated Work Experience Co-ordinator, who will be the first point of contact for all students and placement providers who will advise and help oversee the process.
- 5.3 Schools will decide whether or not to offer Work Experience to those students who are not making expected academic progress or whose attendance/behaviour falls below the expected standard.
- 5.4 Where a student has special educational needs, a disability, an illness or any other condition that might affect his/her wellbeing on work experience, the school will inform the employer of this condition in confidence, in writing. In each case, permission to disclose this information to the employer will be sought from the parents/carers of the student concerned and the Headteacher before any sensitive information is disclosed.

6. Preparation for Work Experience

- 6.1 Parents/carers will be given guidance well in advance of the time allotted for Work Experience. A letter will be given to students, which contains information for parents/carers and an initial application/consent form for completion. Students are expected to obtain their own placement, in the first instance. Futures have a data base of approved local businesses. <https://notts.work-experience.co.uk/>
- 6.2 The Work Experience Co-ordinator will set a date for forms to be returned and assist those students who have been unable to source their own placement. Discussions will take place with these students to ensure they are placed in a suitable/meaningful establishment.
- 6.3 Placements are required to read and agree to the expectations for them contained in the Futures protocol. They also need to complete and return an Information Sheet which includes sections to confirm they have Employee Liability Insurance and appropriate risk assessments in place, a copy of which is given to the student.
- 6.4 Students will be briefed prior to going on work experience. This briefing will include: how to complete their log books: health and safety; responsible use of social media; behaviour and expectations. Students are also given a copy of the Futures Work Experience Protocol, which details what is expected of them during their placement.

7. During Work Experience

- 7.1 The expectation is for students to behave in an exemplary manner during their Work Experience, as they are ambassadors for their school.
- 7.2 The majority of students will be visited by a member of school staff. During the visit the member of staff will check on student welfare and an evaluation form will be completed by the placement.
- 7.3 Students are required to complete a log book during their placement, detailing their activities and assessing their progress. There is also a section for the employer to complete, evaluating overall performance and providing feedback. This log book will be an important record for the student to keep for future education/employment applications.
- 7.4 Any issues reported by either the placement or the student/parent/carer, will be dealt with in a timely manner, by an appropriate member of staff (this can be the Work Experience Co-ordinator, Pastoral Leader or a member of the Senior Leadership Team) depending on the issue.
- 7.5 All employers offering students a work placement will:
- Have responsibility for the health and safety of young people whilst in the workplace
 - Ensure that the young person has a meaningful experience on the work placement
 - Agree work placement objectives with the young person and allocate a mentor/supervisor
 - Give the young person a full work placement induction
 - Contribute to the work placement evaluation
- 7.6 An up to date record will be kept in school of where students are located on which days together with contact details of the placement.

8. After Work Experience

- 8.1 Evaluation sheets are collated and any negative feedback discussed with the student. A report is produced from each evaluation sheet to give to the student, highlighting their strengths and any recommended improvements. They are then returned to the students for use in preparing CVs and personal statements.

9. Troubleshooting

- 9.1 The school's work experience co-ordinator in conjunction with Futures will, in the first instance, be responsible for resolving any problems or difficulties that arise during the period that work experience runs, e.g. from planning through to evaluation. The Co-ordinator will be required to refer any serious or significant problems to the Headteacher as appropriate. Employers, parents and students will be given the name and contact details (school based) of the Work Experience Co-ordinator.

10. Health and safety

- 10.1 All students must be placed in work experience placements, which have been health and safety checked by Futures. This will ensure that the safety of students is maintained while they are on work experience. Futures will ensure that the employers concerned have employer liability insurance and robust systems in place for ensuring that the safety of learners is ensured.
- 10.2 No student will be allowed to go on a work experience placement unless the placement has been health and safety approved in advance by Futures.

11. Safeguarding Arrangements

- 11.1 Students never work alone and are allocated a senior member of the company as the placement supervisor.
- 11.2 Placement providers will be checked by Futures to ensure that the organisation has policies and procedures in place to protect children from harm.
- 11.3 A barred list check may be required for someone who supervises a child under the age of 16 on a work experience placement in accordance with Keeping Children Safe in Education.
- 11.4 Parents are given on call number of Careers Leader for the week should anything urgent arise out of school hours.
- 11.5 Risk assessments are undertaken prior to young people going on placements ensuring there are appropriate supervision of pupils on placements.
- 11.6 Any concerns or disclosures are acted upon quickly by the relevant member of staff.
- 11.7 If a student is identified to be vulnerable, including special needs, immaturity, abuse or neglect, substance misuse, etc. they will require additional safeguards which must be detailed in the risk assessment.
- 11.8 Residential work placements are not permitted.
- 11.9 Post 16 students working in schools other than their own are all DBS checked.

12. Limitations of this Policy

- 12.1 This policy cannot anticipate all eventualities therefore, professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.

13. General Data Protection Regulation

- 13.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

Document management

Review cycle:	2 Years
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Policy owner	Trust Health and Safety Manager
Approving body:	Board of Trustees