

# Leek High School

## Work Experience Policy



### Introduction

Year 10 and Year 12 students are expected to undertake a week of work experience during the summer term as part of their careers education. Some students may also undertake extended work experience placements as part of a personal study programme.

Work Experience can help students to:

- Practically experience the workplace at first hand.
- Understand how an employer functions as an organisation.
- Experience social relationships in a workplace.
- Appreciate the expectations that employees will have of workers.
- Understand how they will need to adapt to different working patterns and relationships outside of school.
- Gain the self-confidence needed in an adult world.
- Develop skills and knowledge for adult life.

### 1. Procedures and expectations

- Students must find a work experience placement themselves, with the support of their parents/carers. Students will be given guidance on how to find a placement.
- Once a student has secured a placement, a copy of the written confirmation from the employer must be forwarded to the school office with a signed parent/carer agreement whereby parents/carers accept responsibility for their child's health and safety during the placement. Students will not be able to participate in work experience if the correct paperwork has not been completed and returned to school.
- Preparation for Year 10 work experience will take place during RISE sessions in the first half of the summer term and will include employment law and health and safety.
- Students are expected to fill out a logbook whilst on Year 10 work experience. The logbook includes a section at the end for employers to fill out. The logbook also includes a section for students to reflect on their week. Leek High School staff will either visit or contact placements by telephone during the Year 10 work experience week.
- Once Year 10 work experience week is over, students will spend time in RISE sessions reflecting on their experiences.



## 2. Safeguarding (parents/carers and school)

(a) Parents/carers are expected to:

- Return to school a signed copy of the parent/carer agreement.
- Let the placement know if their child has any particular health conditions.
- Let the school and placement know if their child is unable to attend.
- Parents/carers should contact the school if they have any safeguarding concerns either before or during the placement.

(b) The school will:

- Ensure that employer liability insurance is in place.
- Ensure that any necessary disclosure and barring service checks have been completed for adults in the workplace.
- Ensure that the workplace has carried out appropriate risk assessments and put any necessary safety measures in place.
- Ensure that employers tell parents/carers if there are any significant workplace risks and how they are controlled.

## 3. Employers

Under health and safety law, work experience students are employees of the organisation.

The organisation's employers' liability insurance will cover work placements (provided insurer is member of Association of British Insurers or Lloyds).

The employer will:

- Use existing arrangements for assessments and management of risks to young people unless organisation doesn't employ a young person, hasn't done so in the last few years or is taking a work experience student for the first time, in which case the organisation would need to review their risk assessment before the young person starts.
- Take into account any particular needs such as learning difficulties and health conditions.
- Satisfy themselves that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice.
- Explain to parents/carers of children what the significant risks are and what has been done to control them. This can be done in whatever way is simplest and suitable, including verbally.
- At induction explain to students the risks and how they are controlled, checking that they understand what they have been told.
- Check that students know how to raise health and safety concerns.



#### 4. School

- For new placements, the school will take reasonable steps to satisfy employers are managing any significant risks.
- The school will review the suitability of placements on an annual basis.

#### 5. Extended work experience

- Extended work experience placements will be offered to some students in years 10 and 11 as part of a personal learning programme where their engagement with learning would benefit from more prolonged experience of an adult working environment.
- Extended work experience placements will be up to three days per week over part or all of an academic year (exact arrangements will depend on individual student needs).
- Before confirming an extended work experience placement in a new setting, the **Head of Year, Director of Business, Careers and Enterprise** or **Student Support Manager** will visit and make the necessary health and safety, insurance and safeguarding checks.
- Extended work experience placements will be regularly reviewed along with the rest of a student's personal learning programme at least once every half term.

Signed by:

Headteacher

Date: 21-10-21

Chair of governors

Date: 21-10-21