



## Work Experience Policy

SLT Oversight	MCA
Adopted by the LGB	
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## **Work Experience Policy**

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### **1. Introduction**

Tadcaster Grammar School supports practical experiences through work experience placements. Work experience is defined as a “placement with an employer in which a young person carries out a range of tasks in much the same way as an employee with the emphasis on learning from experience”. Although ‘work experience’ is the generally used term, it is important to recognise that it is not the same as a temporary job, as, by definition, it is a period of unpaid work. It is an arranged opportunity for a student to gain an insight into the variety of work carried out by any given employer in a workplace setting. The CEIAG, Business and Community Links Manager has day to day responsibility for the Work Experience programme, along with the administrative duties and liaison with NYBEP.

The different types of placements referred to in this policy are:

**Block** – where a placement takes place over 5 consecutive days (typically Monday - Friday placement)

**Extended** – where a placement takes place 1 or 2 days per week/fortnight over a agreed period of time

This policy has due diligence to legislation and statutory guidance, as well as other school policies including, but not limited to, the following:

- Education Act 1996
- Health and Safety at Work etc Act 1974
- HSE Guidance - Work Experience
- NYBEP Service Contract
- DBS - Keeping Children Safe in Education
- Working Time Regulations 1998

School policies:

- School Development Plan
- Teaching and Learning
- Equality Policy
- Health and Safety
- Safeguarding and Child Protection
- Special Needs and Disability

## **2. Aims and objectives**

To motivate students towards a career pathway/post 16 or 18 destination through the experience of the World of Work. To identify and develop employability skills and understanding of the realities of work. Students with Special Educational Needs or Disability (SEND), or any other additional needs, will be supported appropriately through liaison with parents, Special Educational Needs Co-ordinator (SENCO), CEIAG, Business and Community Links Manager and the placement provider. Tadcaster Grammar School follows guidance provided by the Health and Safety Executive (HSE) at [www.hse.gov.uk/youngpeople/workexperience/](http://www.hse.gov.uk/youngpeople/workexperience/)

## **3. Provision Criteria**

Work Experience placement opportunities are available for Tadcaster Grammar School students who meet the following criteria:

KS4

- Students on a Vocational Learning course(s) where a work placement is a mandatory requirement to achieve the qualification either through a Block or extended placement.
- An individual student who is following a bespoke learning KS4 pathway with a reduced timetable - identified by Year Leaders, and approved by the Senior Leadership Team.

KS5

- Year 12 - All students undertake a week's placement during the end of the Summer Term.

Work experience placements are only permitted by law for students during Key Stage 4 and above.

KS4 extended placements - Students are supported to find their own placement with help from parent/carer/Career Department staff.

KS5 Block Placements - Students secure their own placements independently. Placements should be relevant to a student's career interests and/or support post-key stage destinations.

On the offer of a placement, an agreement form needs to be completed and signed by the student, the parents and the employer.

## **4. Approval, management and coordination**

Final approval of work placements is subject to NYBEP Health and Safety Risk assessment approval. The school manages all documentation for approved placements. Authorised time off for placements will only be granted for placements which have met all of the Health and Safety checks along with safeguarding requirements (see below).

Placements within a family business:

All placements, regardless if the student is related to the family of the business owner, require employers' liability insurance (ELI). A placement can only be authorised where ELI is in place. This is NOT the same as Public Liability Insurance (PLI).

Out of county placements:

NYBEP/Tadcaster Grammar School are unable to provide the necessary Health and Safety checks to authorise a placement outside of local county boundaries. A placement can only be authorised via NYBEP checks for placements taking place in North or West Yorkshire. If a student wishes to undertake work experience outside of our defined area, then this would be classed as a non-school

approved agreement, with the necessary health and safety checks becoming the responsibility of the student's parent/carer, along with arrangements for travel and accommodation.

Placements with Sole Traders can only be approved where the appropriate insurance and safeguarding procedures have been approved.

## **5. Health and Safety**

Checks on the placement are carried out through the engagement of the professional services of NYBEP. The placement provider has primary responsibility for the health and safety of the student and managing any significant risks, along with providing induction, training, supervision, site familiarisation and any protective equipment that might be needed etc and informing students how to raise any health and safety concerns. Students on work experience are classed as employees for health and safety purposes. The Health and Safety at Work Act 1974 places a duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees.

## **6. Safeguarding**

Where the nature of the placement's business means that a student is likely to be, or will be, alone with an adult as part of the work placement or working alone, this may deem the placement as unsuitable. Please note that a placement cannot go ahead if a concern is raised following a health and safety risk assessment visit. If at any time a safeguarding issue is raised prior to or during a period of work experience the Safeguarding Lead at Tadcaster Grammar School must be informed and would make the decision on whether the placement can take place or continue.

## **7. Data Protection**

The disclosure of student information provided by the agreement form is shared with the employer and NYBEP. Placement records are stored online via NYBEP's secure work experience database ([www.nybep.work-experience.co.uk](http://www.nybep.work-experience.co.uk)). Data is held for 10 years from placement, after which it will be securely deleted. By signing this Work Experience Agreement Form, the student gives permission for their data to be processed for the purposes of work experience, in accordance with the Data Protection Act 2018. Students' personal details are confidential and safeguarded in accordance with the Data Protection Act 2018. In addition, student personal information may also be collected through employer assessment and student evaluation forms and on visits made to students who are on placement. Details of the work placement are kept by the school for future reference.

## **8. Infection Control**

Students engaging in work experience will be expected to adhere to national, local and/or employer guidance on infection control and prevention.