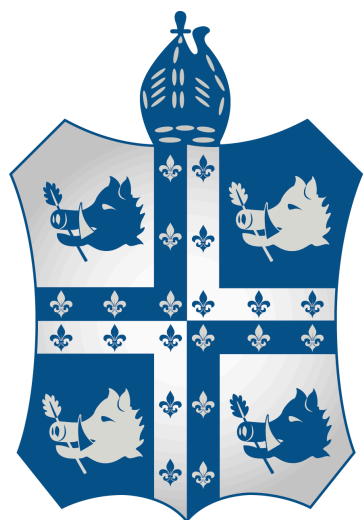




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Tadcaster
Grammar School

POLICY:

Work Experience

SLT Oversight:	CHI
Adopted by the LGB:	October 2026
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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”. 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 designated school work experience co-ordinator has day to day responsibility for the Work Experience programme, along with the administrative duties and liaison with all parties involved.

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
- Digital Management Partner’s Service Contract
- DBS - Keeping Children Safe in Education
- Working Time Regulations 1998

School and Trust Policies:

- Teaching and Learning Overview
- Equality Objectives Policy
- Health and Safety
- Child Protection and Safeguarding
- SEND Policy

2. Aims and objectives

To identify and develop employability skills, to link with LMI and raise the understanding of the realities of work. To engage and motivate students towards a career pathway/post 16 or 18 destination through the experience of the World of Work opportunity. 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 <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>.

3. Work Experience Entitlement and Provision

In line with the Department for Education's Modern Work Experience approach, Tadcaster Grammar School's intent is to provide a progressive programme of workplace learning which may include employer encounters, workplace visits, projects, virtual experiences, sector insight activities and traditional work experience placements. This enables students to develop employability skills, build social capital and make informed decisions about their future pathways.

From September 2026, to align with the Government's Modern Work Experience outline to provide the equivalent of one week (5 school days) per key stage for all Tadcaster Grammar School students:

- **KS3 Years 7-9:** Employer led projects, employer encounters, workplace visits and employee/occupation exploration activities.
- **KS4 Years 10-11:** Meaningful workplace experiences, employer led projects and/or work experience placements where appropriate.
- **KS5 Years 12-13:** Sector-specific or aspirational placements linked to students' post-18 progression plans, including higher education, apprenticeships and employment pathways.

This approach reflects the Department for Education's ambition that work experience becomes a progressive entitlement for all learners rather than a single stand-alone activity.

KS4 Placements - Students secure their own placements independently. Placements should be sourced to be relevant to a student's career interests, workplace skills development and/or support post-key stage destinations.

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

4. Approval, Management and Coordination

All work experience placements are required to be administered through the school's approved Digital Management Partner's work experience platform. Students, parents/carers, employers and school staff are required to complete and approve the relevant information through the online system. This includes placement details, employer information, consent, safeguarding declarations and health and safety risk assessments.

Digital Management of Work Experience

The approved Digital Management Partner's work experience platform enables:

- Students to submit, record and monitor placement applications and experiences.
- Parents/carers to provide consent and access placement information.
- Employers and placement hosts to confirm placement details, insurance information and required declarations.
- School staff to monitor progress, undertake approval processes and maintain records.

The approved Digital Management Provider will be reviewed annually to ensure their services and Digital Platform support effective communication, record keeping, safeguarding, compliance monitoring and evaluation of work experience activities.

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) and necessarily safeguarding declarations and health and safety risk assessments.

Work Experience Placement Location

For Key Stage 4 students, placements should normally be secured within a reasonable travelling distance of either the school or the student's home address, typically within a 10 to 15-mile radius. This is to support safeguarding, accessibility, monitoring arrangements and the practicalities of daily travel.

Exceptions to the Normal Travel Radius

Requests for placements beyond the usual travel radius will be considered on an individual basis and may be approved where:

- The placement provides a significant opportunity linked to the student's career aspirations.
- Parents/carers provide written consent.
- The student can demonstrate that they can travel safely and reliably to and from the placement independently, or suitable transport arrangements are in place.
- All safeguarding, health and safety and insurance requirements can be satisfactorily met.

Virtual and Hybrid Placements

In line with the Department for Education's Modern Work Experience approach, students may also participate in approved virtual or hybrid work experience opportunities. These experiences may be delivered through recognised providers and are not restricted by geographical location.

Key Stage 5 Placements

Sixth Form students may undertake placements outside the school's normal travel radius where these support their intended higher education, apprenticeship or career pathway. Where overnight accommodation, extended travel or placements outside the local area are required, parental/carer consent is gained via the parent/carer consent on the digital platform. Responsibility for travel, accommodation and associated arrangements rests with the student and their parent/carer, and not with the school.

Placements with Sole Traders

Placements with sole traders may be approved where appropriate employers' liability insurance, health and safety requirements and safeguarding arrangements are in place. Additional safeguarding considerations may be required where a student could be working alone with an adult or in an environment where suitable supervision arrangements cannot be demonstrated. Approval will be considered on a case-by-case basis.

Placements Outside the School's Work Experience Programme

Work experience placements arranged outside the school's designated work experience dates and processes cannot be administered through the school's approved digital work experience platform. As school staff are not available to provide the necessary oversight, support and emergency contact arrangements outside the designated programme period, such placements will be regarded as independently arranged placements. In these circumstances, responsibility for health and safety checks, insurance verification, safeguarding considerations, travel arrangements, accommodation (where applicable) and ongoing supervision rests with the student and their parent/carer. The placement will not be deemed to be a school-approved work experience placement.

5. Health and Safety

Checks on the placement are carried out through the engagement of the professional services of the external provider (the school's approved Digital Management Partner). 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 and DBS Requirements

Work experience placements will be assessed in accordance with current safeguarding legislation, statutory guidance and the school's safeguarding procedures, such as KCSIE legislation and/or the Crime and Policing Act. A Disclosure and Barring Service (DBS) check is not automatically required for work experience placement hosts.

- The need for any additional safeguarding checks will be determined through the placement approval process, taking account of the student's age, the nature of the placement, supervision arrangements and any identified safeguarding risks.
- Where a placement may involve a student working alone with an adult or where appropriate safeguarding arrangements cannot be demonstrated, additional control measures may be required, or the placement may be deemed unsuitable, or a Disclosure and Barring Service (DBS) check may be required.
- A placement may be deemed unsuitable where appropriate safeguarding arrangements cannot be demonstrated/risk assessment has not been provided. Employers and placement hosts are expected to provide a safe working environment, appropriate supervision, clear reporting procedures and a named member of staff whom the student can contact should any concerns arise.
- 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 before or during a period of work experience, the Safeguarding Lead at Tadcaster Grammar School will be informed and will decide 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 Digital Management Partner, work placement host named contact, parent/carers and the school's Work Experience Co-ordinator. Placement records are stored online via the school's approved Digital Management Partner provider. By submitting the Work Experience placement request via the platform, the student permits their data to be processed for 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.

8. Infection Prevention and Control (IPC)

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