



St Edward's School Cheltenham

Policy Document for School Staff and Parents

KS4 Work Experience Protocols

This document will be available on the School website

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Date initiated: September 2018
Date of review: September 2020

This document is written in conjunction with the School Safeguarding Policy (B34) and Prospect Training Services Risk Assessment for Gloucestershire Work Placements

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1. Benefits of Work Experience

Work experience provides a range of opportunities to Year 11 at St Edward's School.

Whilst this is not a mandatory activity, it is viewed as a beneficial activity that every Year 11 pupil should complete a minimum period of a week of work experience towards the end of the summer term in June after GCSE examinations. However, should exceptional circumstances or opportunities arise, the School shall do its best to support and accommodate the pupils.

The week's placement extends the curriculum activities that the pupils complete within school, whilst enabling them to experience the "world of work". Taught PSHE sessions will support the pupils to learn about employability and communication skills, attitudes and qualities to prepare them to complete appropriate research for work placements where appropriate, write interview letters and CVs and experience a work role for a week.

The work experience role may be related to a career route that they wish to pursue after school, college or university and the School Careers Lead will support and oversee individual pupils to investigate current work opportunities prior to the placement week. Additionally, pupils will gain an understanding of current Labour Market Indicators and economic and business issues.

Work experience will develop and enhance personal and social development, development of increased maturity, with improvements in motivation, self-confidence and interpersonal skills. Additionally, an understanding the concept of British Values will underpin their awareness of equality, diversity and inclusion within the work place.

Where possible, it is preferable that pupils should find their work experience placements themselves rather than use close family contacts or use current part-time roles. This will enable them to develop their research skills to apply for a placement.

St Edward's School is able to support Year 11 pupils to find the appropriate placements and may signpost to known employers across a range of sectors and work roles if required. The School has access to approved employers who have previously taken on pupils to complete work experience placements.

2 Risk Assessment and Health and Safety

Schools and providers have responsibilities under the Health and Safety at Work Act 1974 and should refer to the HSE Health and Safety guidance. St Edward's school will take reasonable steps to satisfy themselves that the arranged placements are safe and this applies to where pupils have arranged their own placement, they are signposted to

employers that are known to the School or where arrangements are made through family or business contacts.

It is important that prior to work experience:

- Pupils are properly prepared and briefed on safety in the workplace, what to do if they feel that they are at risk, and what is expected of them in terms of attendance, punctuality and standards at the work experience placement
- Employers and other employees with whom the pupil will be working should know what is expected of them in terms of proper work experience, equality and diversity and health and safety. Employers receive a copy of the School Safeguarding policy and Prospect Training Services carry out risk assessments on behalf of the school for Gloucestershire placements.
- All pupils on work experience placements will be issued with a Work Experience diary that includes reference to Health and Safety and Induction to ensure they are aware of health & safety requirements.

3 The role of the Careers Lead

Responsibility for the management of work experience placements is delegated to the School Careers Lead who will ensure that:

- Support is given where required to locate a suitable placement for a pupil
- To support pupils to complete CVs and letters of application
- All pupils on placements have had all the relevant paperwork completed from the employer, pupils and parents
- For local placements within Gloucestershire, the School Work Experience form will be sent to parents to complete and forward to their child's placement provider to complete
- Indemnity letters and forms are sent to employers where it is not viable for the third party organisation (Prospect Training Services) to visit the placement to complete a risk check
- Initially, the Careers Lead takes responsibility for resolving any problems or difficulties that arise during the period that work experience runs, i.e. from planning through to employer feedback. The Careers Lead will be required to refer any serious or significant problems to the Senior Deputy Headteacher or Headteacher as appropriate. Employers, parents and pupils will be given the name and contact details (school based) of the Careers Lead.

Note: If a pupil will attend more than one placement within the county and a risk check has to be completed, parents will be liable for the charge for one of the placements unless the placement has received recent certification through Prospect Training Services.

4 KS4 Pupils' Responsibilities:

- Pupils are responsible for finding their own placements, attending interviews and induction session to their placements unless there is a specific issue in doing so

- Pupils are expected to take reasonable care of their own health and safety and that of other people who may be affected by their actions throughout the duration of their placement
- Pupils are expected to cooperate fully with their employer and behave in a manner befitting their work place, as representatives of the school
- Pupils should complete the School Diary as record of their week's work experience
- The employer should be notified as soon as possible of the pupil is unable to attend the placement, for example in case of sickness

5 Monitoring and Evaluating Work Experience:

The Careers Lead and School staff will:

- Visit pupils on work placements or contact if the employer if a visit is not possible
- Interview pupils and employers
- Complete evaluations in the pupils' booklet

6 Parents' responsibilities:

- To advise the Careers Lead as soon as possible if the pupil will not undertake the week's work experience
- To return the appropriate documentation to the Careers Lead within the given timescales
- To advise the Careers Lead if the pupil is ill and will not attend the placement; the employer should be advised the same working day
- To ensure the pupil completes the work experience diary

The Careers Lead is the main point of contact for parents, pupils and employers.

Applicable forms:

School Work Placement Form
Letter of Indemnity
Indemnity Form

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