



B13 - Work Experience Policy

St Mary's work experience programme seeks to assist the school in its joint aims of providing opportunities for all pupils to learn and achieve, and promoting pupils' spiritual, moral, social and cultural development; preparing all pupils for the opportunities, responsibilities and experience of life. This is achieved by providing all pupils with the opportunity to learn about work, learn through work and learn for work.

Curriculum

All pupils in year 10 & 12 complete one week's work experience in a placement. Pupils organise their own placements, with the help of the Careers Leader if necessary. This is usually undertaken towards the end of the summer term.

In some circumstances pupils in years 10 and 11 may be partially withdrawn from their GCSE programme to undertake extended work experience on a part time basis in conjunction with their remaining GCSE studies. Such pupils are identified by the SENCO and the Learning Coordinator, and approval to enter these pupils for the extended work experience programme is sought from the Assistant Headteacher (Pastoral Support).

The management structure for Work Experience is as follows;

Careers Leader

St Mary's CEG Line Manager

Staff

Before work experience, the school's careers leader is responsible for planning and implementing a programme of preparatory work to include health and safety information, behaviour and dress expectations and procedures for absence or illness whilst on placement. These sessions are delivered as part of the school's PSHEE programme, in assemblies or in form time and are delivered jointly either by the careers leader or by teaching staff.

During the placement week, all staff who teach Year 10 have a responsibility to undertake welfare visits of pupils at their placements in lieu of the time they would otherwise have spent with year 10. If staff are unable to make an in person visit, they are to make a well-being phone call to the placement employer.

For pupils on extended work experience, the Learning Coordinator, in conjunction with Connexions, is responsible for regular communication between the student, school and employer.

Allocation of Placements

Once the student has secured a placement and it has been confirmed the following course of action will take place via the student's Unifrog Account under the Placements tool:

- i. The student will complete the 'Student Initial Form'. On this form the student will have the opportunity to advise of any medical conditions or needs the student has.
- ii. Unifrog then contact the Employer Placement directly prompting them to complete the 'Employer Initial Form'. This form details the employers contact information, the students working hours, a description of



what the student will be doing, workplace location, contact information, dress code and whether any PPE will be required. This form also requests confirmation of the employers Liability Insurance certificate number, their Risk Assessment information and questions relating to safeguarding, specifically whether the student will ever be left alone with one employee.

- iii. Once the Employer Placement has filled in this form they will send a copy of their Insurance Certificate and any other additional documentation to the school.
- iv. Unifrog then email the parent/carer requesting them to review the employer form and provide their consent to allow the placement to go ahead.
- v. Once the parent/carer has given their consent for the placement to go ahead, the Careers Leader will review the information provided and give the school's permission for the placement to go ahead. The Careers Leader and CEG Line Manager will check that all Employer Liability Insurance is in place and is up to date, that any necessary Risk Assessments or DBS certificates are in place.

Equality Provision

Pupils with special educational needs (SEN) will be given special consideration and guidance when choosing a placement. Any details of relevant special educational needs will be forwarded to Employers, and if necessary a phone call will be made to discuss the possibility of special provision during the placement.

The school monitors the quality of placements offered to students from deprived backgrounds to ensure they are not unfairly disadvantaged.

Health and Safety

All pupils undergo a comprehensive health and safety briefing before the work experience Programme. Pupils must sign to confirm that they have received and undertake to read this document. This briefing is delivered either by the school's work experience co-ordinator or teaching staff, and any pupils who are absent will receive the briefing and booklet upon their return to school.

All parents are required to give their consent to the placement going ahead via the link emailed directly to them from Unifrog. Students and Parents are to ensure details of any medical condition or allergies are noted on the Student Initial Form. It is the responsibility of the school's work experience coordinator to ensure medical conditions are passed on to the employer and all documents are received before the placement can go ahead.

Where possible all pupils will receive a welfare visit from a member of staff who is responsible for ensuring that, to the best of their knowledge, health and safety procedures are being followed, and that the pupil and the employer are not experiencing any problems. The visiting teacher is required to upload details of their welfare visit onto the student's Unifrog account. If staff are unable to make a welfare visit in person, they are to make a well-being phone call to the placement employer and log this on the student's Unifrog account.

All pupils are responsible for making themselves aware of the health and safety procedures of their particular placement, and for recording any accident which may happen during the placement.

Employers are responsible for adhering to the health and safety policies of their organisation and detailed on the Employer Initial Form via Unifrog.

Placement details are recorded electronically on to the student's Unifrog accounts. A further electronic copy of placement details is available in **T:\Staff Resources\Careers\work experience**.



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Copies of student placements are forwarded to the form tutors and Learning Coordinator.

Monitoring, Reviewing and Evaluation

Prior to the placement going ahead students are encouraged to arrange an interview meeting with the employer. This could be by telephone, a virtual meeting or in person. Students are encouraged to ask their employers questions in readiness for their placement.

Before the placement goes ahead, Year 10 students will set learning outcomes based on their needs and age.

Before, during and after work experience, pupils in year 10 are required to fill in and complete in a Unifrog Work Experience Journal which includes a placements profile, protocols, details desired outcomes and sets a number of tasks for the student to complete during their placement including interviewing employees.

After the placement students will have a reflective session where they are able to reflect on their placement and evaluate whether they met their learning outcomes.

Pupils, parents and employers are able to provide feedback about the placement via the student's Unifrog account. Unifrog prompt all parties to do this electronically.

All feedback is analysed and the responses provided are used in the planning and implementation of the work experience programme for the following year. Pupils are also to write a letter of thanks to their employer.

Review

School Improvement

Date of review: January 2023

Next Review Date: January 2025