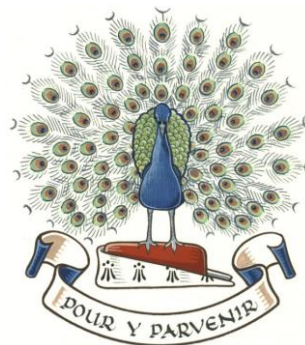


LADY MANNERS SCHOOL

WORK EXPERIENCE

POLICY



AIMS STATEMENT

At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.

1. DEFINITION OF WORK EXPERIENCE

An approved and authorised placement on an employer's premises at which a student carries out a particular task or duty, more or less as would an employee, but with emphasis on the learning aspects of the experience.

2. WORK EXPERIENCE AT LADY MANNERS SCHOOL

2.1 Student Personal Development

Work experience is a significant element of the Lady Manners School Employability and Work Related learning programme. This aims to further equip students with the skills to become active citizens and to develop key employability skills for the workplace. It also offers the opportunity to students to test out future career pathways.

Evidence also identifies work experience as contributing to:

- student motivation to successfully complete their education
- improving personal social and key skills that support students in their learning in school and help students to identify linkage between workplace and subject learning in school
- increasing the maturity of students

2.2 Building Links With Local Employers

Work experience placements also provide an excellent opportunity to strengthen links between the school, local employers and the local community. A number of employers have been providing placements for many years and have participated in associated work related learning and other personal development activities in school as well as, in some cases, linking the world of work to curriculum subjects.

2.3 Curriculum Enhancement

2.3.1 Key Stage 4

Work Experience Entitlement- Key Stage 4

Work experience at Key Stage 4 is not a statutory requirement but is offered as a curriculum option. It supports school to meet its obligations under Gatsby Benchmark 6 - 'every pupil should have first-hand experiences of the workplace through work visits, work shadowing

and/or work experience to help their exploration of career opportunities, and expand their networks'.

Parents have the option to permit their son or daughter to opt out of a formal work experience week. Alternative arrangements will be put in place for these students during the week of work experience.

Work Experience In The Curriculum - Key Stage 4

Work experience is a one week programme, preparation for which is undertaken through Form Tutor time and through discrete health and safety lessons. Students are encouraged to identify in advance specific learning objectives from work experience. A full de-briefing session is built into the programme delivery.

Placement providers are encouraged to complete an assessment form on a student's performance on placement. This provides evidence of student progress towards key employability skills and can be included in Records of Achievement.

Students and parents are encouraged to find their own placements and this process is supported by the Head of Careers and Employability who can make use of the department's employer contacts.

There is a specific Myvle page for 'Upper School Work Experience'.

Extended Work Experience Placements For Targeted Students.

Targeted students at Key Stage 4 may be offered the opportunity to undertake a timetabled work placement for up to 1 day per week. No students below this Key Stage can be considered for offsite work placements, although some Key Stage 3/Year 9 students may be considered for offsite 'Alternative Education' provision.

Extended work placement opportunities are likely to prove most beneficial to students who have specific SEND issues, who are disaffected or who lack confidence and self-esteem.

The procedures for identifying students are included as part of **Appendix A** 'Extended Work Experience Placements for Key Stage 4 and Sixth Form students'.

2.3.2 Sixth Form Work Experience

Post 16 Study Programme

Work experience is a key component of the 16 to 19 study programme and is timetabled as a 1 week programme for Year 12 students. It aims to give students the opportunity to develop career choices and further develop and evidence key personal and employability skills for future University and Apprenticeship applications. All students are expected

to undertake work experience as part of their study programme, whatever future pathway they intend to pursue.

Where students are required to demonstrate a more substantial amount of work experience prior to applying for Higher Education (teaching is an obvious example), this can be supported via a request to the Head of Sixth Form. Students may also have opportunities for one-off work shadowing and this can also be accommodated at the discretion of the Head of Sixth Form.

Extended Work Experience - Core Curriculum

An extended work placement is an option choice as part of the core curriculum for both Year 12 and Year 13 students. The timing of a placement will be determined by a student's timetable and is likely to be for up to 1 day per week. Placements should be underpinned by a clear learning focus with identified learning outcomes. The focus is usually connected to the career decision making process.

The procedures for this curriculum option are included in **Appendix A** 'Extended Work Experience Placements for Key Stage 4 and Sixth Form students'.

3. WORK EXPERIENCE AND THE LAW

Work experience is underpinned by key regulation, guidance and statute. The Lady Manners School work experience programme is fully compliant with this.

3.1 Scope of the Legislation in terms of age

Health and Safety and other law defines people by age:

- A young person is anyone under eighteen years of age
- A child is anyone who is not over compulsory school age. He or she has not yet reached the official age at which they may leave school for further learning.

Both young people and children fall under legislation and guidance designed to protect students from risk whilst on work experience.

3.2 Key Legislation Includes

- Health and Safety at Work Act 1974
Education employers have a duty of care towards both employees and non-employees.
 - The Management of Health and Safety at Work Regulations 1999
Appointment of a competent person or body to ensure work experience complies with the health and safety legislation.
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Requirement of employers to assess risks to all young people under 18 years of age, before they start work.

Parents or carers of any children below the 'minimum school leaving age' must be aware of the key findings, placement risk assessments and subsequent control measures introduced, before a child starts work experience.

- Working time regulations 1998
Defines the permitted hours of work for young people under the age of 18.
- Children and Safer Recruitment in Education' (2018) - Safeguarding of Students
Statutory guidance on the requirement for DBS checks to be undertaken for supervisors of vulnerable students, lone working and for students on extended work experience placement.

4. MANAGEMENT AND CO-ORDINATION OF WORK EXPERIENCE

4.1 Education Employer - Lady Manners School Governing Board

As a Foundation School, the Governing Board is designated as the Education Employer and, as such, is responsible for the management of the work experience programme. The Governing Board retains the duty of care for the well-being of all students whilst on placement and must ensure their health, safety and welfare.

The key duties of the Governing Board in relation to work experience are:

- To ensure the placement organiser is competent
The competence and accreditation of the 'placement organiser' is central to the success of the whole process.
The Governing Board has a duty to ensure that the placement organiser is suitably qualified and carries out the duties for which he or she is responsible.
Should any aspect of the placement involve an external third party, then an appropriate Service Level Agreement should be in place, for example with the Derbyshire County Council Health and Safety/Work experience team, and signed off by both parties. Appropriate financial and quality assurance systems should be in place to monitor the performance of the third party.
- To ensure that students are safe when undertaking a work experience placement
Work experience placements must be deemed suitable in terms of welfare and health and safety, whether identified and arranged by organisers or by the student's family. Partners involved in arranging placements, such as placement providers, contractors and sub-contractors, must comply with health and safety law.

- To ensure that members of staff involved in visiting premises are suitably prepared and are not at risk.
Under section 3(1) of the Health and Safety at Work Act, an Education Employer must ensure, so far as is reasonably practicable, that employees of the school are not exposed to significant risks to their health and safety whilst visiting students on work experience.
- Safeguarding - to ensure that the work experience policy and procedures are fully compliant with Lady Manners School Safeguarding and Child Protection policies.

DBS checks for placement supervisors will be considered or insisted upon where:

- Students are working in a one person business (unless it is a family member)
- Students who have been identified as vulnerable for educational, social, medical or home circumstance reasons
- Students (Key Stage 4) are on an extended work experience placement

5. STUDENT AND PARENTAL RESPONSIBILITIES

5.1 Students

Written consent - students in Key Stage 4 who participate in work experience will be required to give signed written consent both to participate in work experience and to follow any advice or instructions given to them by school or by an employer and to ensure that they do not compromise their own safety or the safety of others.

Confidentiality - All Key Stage 4 and Sixth Form students participating in work experience are required to give written consent to observe rules of confidentiality when on placement and to conform to an agreed job description and risk assessment.

5.2 Parents and Carers

All parents and carers of Key Stage 4 students must:

- Give their written consent for their son or daughter to participate in work experience.
 - Provide written agreement in advance that they have seen and understood and agree to the job description and associated health and safety risk assessments for their son's or daughter's proposed work experience placement.
 - Notify school in advance of any health issues that may affect the ability of a student to participate effectively and safely in work experience.
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- Notify the placement organiser immediately of any accident/incident (including near misses) involving their son or daughter on work experience.

6. MONITORING AND EVALUATING WORK EXPERIENCE

The Head of Careers and Employability is responsible for the co-ordination, monitoring and evaluation of the work experience programme and sets out the scheme for work experience on an annual basis. This is monitored and evaluated annually.

7. CROSS REFERENCING WITH OTHER POLICIES

This policy has taken into consideration and has links with the following school policies:

- Teaching and Learning Policy
- Careers, Employability and Enterprise Policy
- PSHE and SRE Policy
- Assessment, Recording and Reporting Policy
- Health and Safety Policy
- Pastoral Care, Guidance and Support Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs and Disabilities Policy

November 2019

Appendix A

EXTENDED WORK EXPERIENCE PLACEMENTS FOR KEY STAGE 4 AND SIXTH FORM STUDENTS

Definition

An extended work experience placement is defined as an 'off site' learning placement with an organisation or an employer that integrates with and complements the school curriculum.

Extended Work Experience placements in Key Stage 4

Eligibility

- These procedures only relate to students in Key Stage 4. No student in Key Stage 3 shall be permitted to access any form of work placement.
- Extended work experience placements apply only to those students in Key Stage 4 for whom it is deemed beneficial to undertake a period of 'off school site' learning.
- Responsibility for identifying students rests with the Key Stage 4 school pastoral and Heads of Year teams. It is not an entitlement for all students.

Setting up a placement

- A student identified as potentially benefitting from extended work experience should be referred to the Head of Careers and Employability for an initial careers assessment and for subsequent placing into a suitably vetted and approved placement.
- Once a placement has been identified and agreed with a provider, a Health and Safety check, including an assessment of safeguarding issues, will be undertaken by the Head of Careers and Employability. At this point, any SEND issues affecting the student will be discussed with the employer. A Health and Safety assessment form (WEX-2) will be generated. Details of the job role and associated hazards, risk assessments and prohibitions will then be generated and the placement may be referred to the DCC Health and Safety team depending on the level of risk identified.
- The primary supervisor of a student on extended work experience placements should be subject to an enhanced DBS check, unless the placement is such that DBS checks are required for all staff who work in the placement. An example of this would be a school-based placement.
- Lady Manners School HR department can facilitate this process at no cost to the company or organisation concerned.
- A placement provider must also sign up to the Letter of Understanding between the company and Lady Manners School.

- Details of all extended placements will be forwarded to the school's Human Resources section.
- No unauthorised placement can be considered. Parents and the student must sign up to a parent/student agreement form.
- A pre-placement interview will then be arranged between the employer, student and school representative. Any amendment to the risk assessment/job description should be discussed and approved at this first meeting with the employer. At this meeting, the following arrangements should be agreed by all parties:
 - a trial period of up to 3 weeks
 - the pattern of attendance and the length of placement including any review date
 - arrangements for reporting absence and illness
 - an emergency contact number and a named person in school for reporting accidents and concerns about a placement should be established.

Monitoring the placement

Students on extended placements are monitored by the school as follows:

- a review after the 3 week trial period should be undertaken. Any necessary review of the job description or risk assessment will be undertaken
- further reviews, at the workplace, take place at 3 monthly intervals and involve school, the employer and the student.
- on-going monitoring should be undertaken by regular phone contacts with the employer and through interviews with the student in school. Parents/carers are also consulted about the progress of their son or daughter on a regular basis.

Record Keeping

The Head of Careers and Employability retains all records relating to the student's experience. Outcomes are also passed on to the Pastoral Team for incorporation into the tracking and mentoring process.

Extended Work Experience placements in Sixth Form

- **Rationale**
Extended work experience placements for some students in Year 12 and/or Year 13 form part of the Study Programme Work Experience offer.