



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

WORK EXPERIENCE POLICY

Introduction

Work experience is an integral part of our students' entitlement to CEIAG (Careers Education, Information, Advice and Guidance); providing a key opportunity to support students in preparing for the next stage in their education, employment or training.

Work experience gives young people vital insights into the world of work, encourages them to aspire to greater things, and helps them to prepare for their future. It bridges the gap between school, college and work and helps young people make decisions about their future and develop new and existing skills.

The opportunity to participate in work experience is provided to all Sixth Form students and provision is made to allow all students to access work experience placements. Students are encouraged to find placements linked to career paths that suit their interests, skills and strengths with the absence of stereotypes, which are actively challenged.

Students with Special Educational Needs or Disability (SEND), or any other additional needs, will be supported appropriately through liaison with parents and relevant staff, i.e. the Special Educational Needs Co-ordinator (SENCo) and the placement provider.

Purpose and Aims

Work Experience should:

- Enhance students' knowledge of the world of work;
- Develop students' employability skills;
- Provide an insight into the skills, qualities and attitudes required by particular sectors and employers;
- Provide opportunities for personal and social development – including self-confidence, time management, personal organisation and resilience;
- Enable students to gain the necessary skills they require for Further Education applications;
- Enable students to make cross-curricular links;
- Support the school's CEIAG provision;
- Provide students with an opportunity for self-evaluation.

Provision

All Sixth Form students are offered the opportunity to undertake a weekly work experience placement during the Sixth Form enrichment time. A different more convenient time for the student and employee can be arranged in liaison with the Assistant Headteacher (Post 16). In addition, all Year 12 students are expected to complete a block of work experience towards the end of their first year in the Sixth Form. This time is calendared, and support provided to all students in advance.

Management and Co-ordination

Work experience placements can be sourced using a variety of different methods. These can include personal contacts, a personal search of suitable work experience placements or the support website provided to all students.

It is the student's responsibility to secure a work experience placement. Once the student has secured a placement, the student and workplace must complete a work experience health and safety checklist as well as a work experience details form, which must be returned to the Assistant Headteacher (Post 16). Before a work experience placement can be confirmed, all work experience providers are checked using a bespoke service. The service includes a check of the work experience placement, including whether all liability and child protection procedures are in place. Once the adequate checks have been carried out, and the school are assured that all necessary procedures are in place, a confirmation letter naming the student and placement will be sent to the work experience provider.

The HSE guidance on work experience placements stipulates the following:

"[For] those organising placements, [they] should simply ask sensible questions, in proportion to the level of risk, to satisfy themselves that those arrangements are in place. They should not be second-guessing employers' risk assessments or requiring additional paperwork. This means that schools do not need to complete extensive health and safety checks or risk assessments of their own, nor do they need to hire third parties to do so."

HSE Guidance on Work Experience

Considerations for the Work Experience Provider

Under HSE guidance (the Health and Safety (Training for Employment) Regulations 1990), students on work experience are treated as employees for health and safety purposes. The placement provider has the same duty of care to the students as it does to its own employees.

The provider must ensure that any young person on placement is protected from any risks which are a consequence of their lack of experience or an absence of awareness of existing or potential risks or the fact that a young person has not fully matured.

An employers' existing workplace risk assessments may already cover the risks that work experience students may be exposed to. Their existing Employer's Liability Insurance will cover such placements.

Assessing the Risk

Employers are required to have risk assessments for their employees, although small employers (with fewer than five employees) do not have to have them written down. We will ask placement providers to carry out an appropriate workplace induction, which may include undertaking the risk assessments with students, in accordance with the HSE guidance.

- For placements in **low-risk environments**, such as offices or shops, with everyday risks that will mostly be familiar to the student, we consider that existing arrangements for other employees should suffice.
- For **environments with risks less familiar** to the student (e.g. in light assembly or packing facilities), we will ask the placement provider to make arrangements to manage the risks. We consider this should include induction, supervision, site familiarisation, and any protective equipment needed.
- For a placement in a **higher-risk environment** such as construction, agriculture and manufacturing, we will ask the provider to consider what work the student will be doing or observing, the risks involved and how these are managed and to satisfy themselves that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice.

In addition to this, we will ask that the risk assessments take into account the student's potential inexperience, lack of awareness of risks and their stage of development. Where it is appropriate to do so, relevant information (such as a care plan) may be sent to the employer to allow them to consider how best to provide safe methods of working.

Safeguarding Students

For students aged 16 or over, where the placement is in a "specified place" (such as a school, children's home, childcare premises), the placement provider "should consider whether a DBS enhanced check should be requested".

Separate government guidance suggests that students aged 16 and over, who will be undertaking a placement in Health Care or the Early Years sector, should have an enhanced DBS check. Time should be allowed for this to be undertaken in advance of the placement commencing. (This refers to "Post-16 work experience as a part of 16 to 19 study programmes and traineeships" published by the DfE in March 2015).

It is recognised that the issue of safeguarding refers both to the students undertaking the placement as well as service users who attend such specified places. Whichever way it is viewed, the advice of maintaining "reasonable supervision" should be considered central to protecting both parties.

Monitoring the Placement

All Sixth Form students will be briefed during an assembly, before their placement begins, regarding workplace etiquette and getting the most out of their placement. During the placement period, spot-checks will be completed by the Sixth Form tutors and the Sixth Form team to ensure that students are getting the most out of their placement. Each student has a guidebook and placement checklist to complete during their work experience placement. Students are also aware that they should contact the Assistant Headteacher (Post 16) should there be any problems during the placement.

Following the placement, a letter of thanks will be sent from school to the work experience provider.

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