



**OAKLANDS CATHOLIC SCHOOL**  
**AND**  
**SIXTH FORM COLLEGE**

**With delegated responsibility from the**  
**Edith Stein Catholic Academy Trust**

**WORK EXPERIENCE POLICY**

<b>APPROVED BY LOCAL GOVERNING BODY</b>	<b>OCTOBER 2020</b>
<b>SCRUTINISED BY SENIOR LEADERSHIP TEAM</b>	<b>SEPTEMBER 2020</b>
<b>DATE LAST REVIEWED</b>	<b>OCTOBER 2020</b>
<b>MEMBER OF STAFF RESPONSIBLE</b>	<b>ASSISTANT HEADTEACHER</b>
<b>STATUTORY / NON-STATUTORY</b>	<b>NON-STATUTORY</b>



Community

Unity



Opportunity

## **1.0 Context**

- 1.1 Work experience and work based learning is very important: it provides our students with a real insight into the world of work, and presents them with a first-hand opportunity to develop the skills they will need to successfully make the next step in their career or educationally. It may comprise work experience, taster days, extended alternative placements, or specific education programmes to enable SEN students to prepare for adult life. Students also have access to a Federation Careers Fair and careers events within school which brings our students into contact with the world of work and work based learning.
- 1.2 Work experience refers to the one week block placement that selected Year 10s complete during specific points throughout the academic year. In addition, students in Key Stage 5 can select work experience as one of their enrichment choices. They carry out their work experience in tandem with a full timetable using their free hours on mornings or afternoons to go to the chosen organisations.
- 1.3 Extended work experience placements may also be organised on an individual basis for students, where deemed appropriate during KS4/KS5, at the request of SLT/Pastoral team/Sixth Form team.
- 1.4 The purpose of work experience, work based learning and extended work experience is:
- to give the students an opportunity to gain first-hand experience of typical working conditions, including health & safety, employer expectations and the rights and responsibilities of the employer.
  - for students to gain an understanding of adult working relationships and develop a sense of responsibility
  - to help students discover something about their own skills, talents and interests in the context of work
  - for students to explore the link between college subjects and key skills which are needed in working life
  - to give students an opportunity to experience an interview situation
- 1.5 This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

## **2.0 Period and Timing of Work Experience**

- 2.1 It is our intention that selected students should complete a minimum period of a week of work experience during year 10. It will take place during a chosen week either in Autumn, Spring or Summer term but should exceptional circumstances or opportunities arise, we shall do our best to accommodate them.
- 2.2 There may be occasions where an extended work placement is arranged for a Year 11 student to help prepare them for their post 16 course

### **3.0 Organisation of Work Experience**

- 3.1 In most cases it is appropriate for students to organise work experience, while Oaklands Catholic School and Sixth Form will advise and help oversee the process. This arrangement benefits the students in so far as it encourages them to use their initiative to find suitable placements, to make contact with employers and generally to negotiate with adults about issues to do with work experience. Experience has shown that if the student arranges the placement himself/herself it is less likely to 'fall through' and more likely to be successful.
- 3.2 In cases where students cannot source their own placement the school may assist or use the resources of Hampshire Futures but this will incur a further cost. For those that meet NCOP criteria the SUN budget may be used to cover this cost.
- 3.3 The school reserves the right to withdraw students from the programme if there are significant concerns relating to poor behaviour, attendance etc.

### **4.0 Work Experience Checks**

- 4.1 The school has a 'Work Experience Form' (Appendix A). This form must be read and signed by the appropriate people: the employer, parent(s)/carer(s), the student and the school.
- 4.2 The form provides evidence that important checks have been carried out (such as a check on insurance and risk assessments and safeguarding) and that all parties have agreed to the conditions and aims of the experience.
- 4.3 The school's Careers Leader will oversee completion of the form and it will be countersigned by a member of SLT/ Pastoral team.
- 4.4 If a placement is deemed to be of higher risk or the student classed as vulnerable then a health and safety/safeguarding check will be required.
- 4.5 The form needs to be returned to the Careers Leader at last 4 weeks before the start of the placement.
- 4.6 Students in Sixth Form complete a form listing details of the placement organisation. During the year, the teacher in Sixth Form with responsibility for work experience will check on the progress of the student and length of placement.

### **5.0 Procedures**

- 5.1 The school employs a Careers Leader, Pastoral team and Sixth Form team who will be the first point of contact for all students and providers depending on the type of work placement that has been organised.
- 5.2 Students will meet with the Careers Leader/Pastoral team/Sixth Form team to discuss placement options and ideas and will visit or write to the employer.
- 5.3 Any problems that arise during the placement on the part of either the student or the provider should immediately be referred to the designated school contacts that will be provided to the student/employer prior to the start of the placement. If students are ill during their placement they must ring both the school and the employer.
- 5.4 The school will ask for details of how the student adapted to working life throughout the placement and will send a letter of thanks on behalf of the school.

5.5 Where a student has special educational needs, a disability, an illness or any other condition that might affect his/her wellbeing on work experience, the school will inform the employer of this condition via an email/telephone call. In each case, permission to disclose this information to the employer will be sought from the parents/guardians of the student concerned and the Designated safeguarding Lead.

## 6.0 Safeguarding

6.1 The school will ensure that policies and procedures are in place to protect children from harm (Keeping Children Safe in Education 2020).

It is important that all adults working with young people under eighteen years of age are aware of issues relating to the safeguarding of children and young people.

The following will be adhered to so that children are safe while on work experience placements:

- The Careers Leader/Pastoral team and DSL will liaise closely on the organisation and supervising of placements.
- The placement will be assessed to ensure the:
  - suitability of a work experience placement for an individual student
  - suitability of an individual student for a particular placement.

6.2 There are systems in place for students and employers to report any concerns. The students will be prepared for work experience placements with a briefing on safeguarding, expectations of safe behaviour and what to do if they need to report concerns about their placement.

6.3 Students who are identified as vulnerable in any way or whose past difficulties or behaviour indicate that an employer might be vulnerable if working alone with that student will not be placed alone or in situations where they will be working on a one to one basis with an employer.

6.4 Placements which require extended one-to-one contact of individual students with individual employees will be approached with extreme caution and may require a DBS check carried out by the school for it to go ahead. This also includes travelling 1:1 with the student for things like client/site visits.

6.5 Long distance placements will be taken with caution and will require further checking of the health and safety and child protection issues of those workplaces and accommodation.

6.6 The designated school contact will actively monitor the student's welfare during the work experience placement. For both short and long term placements there will be contact checking the welfare and safety of students, e.g. visits which allow individual discussion with students, a telephone call, and contact details provided for students if they have concerns etc.

6.7 The school will provide clear advice to employers about who to contact in relation to any child protection issues that arise during a work experience placement. This will be the Designated Safeguarding Lead and the Careers Leader.

6.8 The school will need to ensure that placement providers have appropriate child protection policies and procedures in place or endorse and agree to work in accordance with the schools child protection and associated policies, in order to protect children from harm for a placement to go ahead. Employers must disseminate policies and procedures to all relevant staff who will be working with the student.

## **7.0 Troubleshooting**

- 7.1 The school's Careers Leader/designated school placement contact will, in the first instance, be responsible for resolving any problems or difficulties that arise during the period that work experience runs, i.e. from planning through to evaluation. The Careers Leader/designated school placement contact will be required to refer any serious or significant problems to the Head of Year or DSL as appropriate. Employers, parents and students will be given the name and contact details (school based) of the Careers Leader/designated school placement contact.

## APPENDIX A

Work Experience- Oaklands Catholic School and Sixth Form		
Name and Tutor Group:		Date of Birth & Age:
Student Contact Details:		
<b>SECTION TO BE COMPLETED BY EMPLOYER</b>		
Placement name and address:		
Contact (name and position):		
E-mail:		
Contact number:		
Type of work to be undertaken/duties:		
Agreed dates of experience:		
<b>Employer: Please take a few moments to answer the following questions, sign/date:</b>		<b>Please tick</b>
· Do you have employer liability insurance? (please give details of insurer, policy number and expiry date)		<b>YES</b> <b>NO</b>
· Do you consider this placement to be of low, medium or high risk? (High risk placements include construction, agriculture and manufacturing, motor vehicle workshops & garages)		
· Do you employ people under the age of 18?		<b>YES</b> <b>NO</b>
· Have you had work experience students before?		<b>YES</b> <b>NO</b>
· Will the induction process include sharing of appropriate risk assessments/risk management strategies?		<b>YES</b> <b>NO</b>
· Do you have an ICT usage policy?		<b>YES</b> <b>NO</b>
· Will the induction process involve the sharing/discussion of the ICT usage policy?		<b>YES</b> <b>NO</b>

· Will there be adequate supervision if the placement requires the student to leave the main premises?	<b>YES</b>	<b>NO</b>
· Will there be times when the student is working with someone who is classed as a lone worker?	<b>YES</b>	<b>NO</b>
If yes, please give details		
· Will the work placement involve working with vulnerable adults/children?	<b>YES</b>	<b>NO</b>
· Has the company been advised by the HSE not to take work experience students?	<b>YES</b>	<b>NO</b>
<b>Further information you may feel is relevant:</b>		
<b>General information:</b>		
<ul style="list-style-type: none"> <li>· Dress code expected/PPE:</li> <li>· Working Hours:</li> <li>· Break arrangements:</li> <li>· Who to report to on first day:</li> </ul>		
Name: Employer	Signature: Employer	Date:
Name: Parent/Guardian	Signature: Parent/Guardian	Date:
Name: Student	Signature: Student	Date:
<b>Section to be completed by member of Oaklands Catholic School and Sixth Form SLT</b>		
· Placement agreed by SLT:	<b>YES</b>	<b>NO</b>
· Information to be shared with employer:		
<b>Actions completed by Careers staff:</b>		
<b>School contact details – Angela McQuiston (Careers Leader) and Helen Richardson/Bridgette Burrows (attendance/student services)</b>		
Telephone 02392 259214		
Email: <a href="mailto:a.mcquiston@oaklandscatholicschool.org">a.mcquiston@oaklandscatholicschool.org</a> <a href="mailto:attendance@oaklandscatholicschool.org">attendance@oaklandscatholicschool.org</a>		