



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

With delegated responsibility from the
Edith Stein Catholic Academy Trust

WORK EXPERIENCE POLICY

APPROVED BY LOCAL GOVERNING BODY	SEPTEMBER 2024
SCRUTINISED BY TEACHING & LEARNING COMMITTEE	JUNE 2023
DATE LAST REVIEWED	JUNE 2023
MEMBER OF STAFF RESPONSIBLE	ASSISTANT HEADTEACHER
STATUTORY / NON-STATUTORY	NON-STATUTORY



Community

Unity



Opportunity

Policy Amendments

Version Date	Section / Page	Amendments
September 2024	Catholic Social Teaching	New paragraphs
	1.1 / Page 3 1.2 / Page 3	New paragraphs
	4.7 / Page 4	New paragraph regarding Work Experience checks for Sixth Form students
	5.6 / Page 4	New paragraph regarding logs and evaluation
	6.9 / Page 5	New paragraph regarding safeguarding checks for Sixth Form placements
September 2023	1.1 / Page 3	Removal of Federation Careers events
	1.2 / Page 3	Change from 'selected' to 'all' Year 10 Change to KS5 work experience allocation during Enrichment Periods / Week
	2.1 / Page 3	Change from 'selected' to 'all' Year 10 Removal of option for Autumn and Spring Term placements
	3.2 / Page 4	Change from Hampshire Futures to EBP Change from SUN funding to school funding
	4.1 / Page 4	Reference to EBP Work Experience Form
	4.3 / Page 4	Removal of sentence stating that Careers Leader will oversee completion of form, which will then be signed by SLT/Pastoral
	4.4 / Page 4	Change from four weeks to eight weeks for receipt of form
	4.6 / Page 4 4.7 / Page 4	Replacement paragraphs regarding KS5 work placements.
	5.6 / Page 4	Additional paragraph
	6.9 / Page 5	Additional paragraph
	Appendix A / Page 6	New EBP Work Experience Form

Catholic Social Teaching

The vast majority of our students will at some point enter the world of work, further education or university after leaving Oaklands. 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.

We hope that the experience will provide an insight into the fact that more than a way to make a living, work is a form of continuing participation in God’s creation, an important element of Catholic Social Teaching.

Work experience complements the work undertaken through careers and PDC where students learn about the basic rights of workers, the right to productive work, to decent and fair wages, to the organisation and joining of unions, to private property and to economic initiative.

1.0 Context

- 1.1 The opportunity to participate in work experience is provided to all students by the end of their compulsory years. Students are encouraged to find placements linked to career paths that suit their interests, skills and strengths with the absence of stereo types, which are actively challenged.
- 1.2 Students with Special Educational Needs or Disability (SEND), or any other additional needs, will be supported appropriately through liaison with parents and relevant staff, eg Inclusion Co-ordinator (SENCO) and the placement provider.
- 1.3 Work based learning 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 careers events within school which brings our students into contact with the world of work and work-based learning.
- 1.4 Work experience refers to the one-week block placement that all Year 10s complete during work experience week in the Summer term. In addition, students in KS5 (Sixth Form) can select work experience as one of their enrichment choices during allocated enrichment periods on their weekly timetable and have the option of a block placement during enrichment week in the Summer term.
- 1.5 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.
- 1.6 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
- 1.7 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 all students should complete a minimum period of a week of work experience during Year 10. It will take place during a chosen week in the 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 EBP South (Education Business Partnership) but this will incur a further cost. For those that are eligible for additional financial support (Pupil Premium) the school will 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 uses a 'Work Experience Form' (Appendix A). This is provided by EBP and 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 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.
- 4.4 The form needs to be returned to the Careers Leader at least eight weeks before the start of the placement.
- 4.6 Students in Sixth Form are offered the opportunity of using EBP or can source their own placement with parental consent. Externally sourced placements during the enrichment week will be regarded as an authorised Leave of Absence. This will require parents/carers to sign a consent form for full responsibility for these placements for them to be authorised.
- 4.7 As Sixth Form Work Experience is voluntary, the school/college are not responsible for these placements. However, a due diligence exercise is carried out on where students are going and public liability insurance checks will be in place.

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.
- 5.6 During their work experience week, students will keep a log and on completion of the week will write an evaluation. The logs and evaluation are collected and evaluated by the Careers Leader.

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 school's 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.
- 6.9 Sixth Form placement provider checks are carried out by EPB if they are arranging the work experience. If placements are sourced themselves, it is the parent/carer responsibility to ensure they are suitable and fit for purpose.

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

EBP Work Experience Form



Letter of Understanding between EBP South and Employers Providing Work Experience

To ensure that the principle conditions of the Work Experience Programme and the arrangements between the Employer and EBP South are fully understood, Employers are asked to confirm acceptance of the following essential points.

1. The student will carry out worthwhile and meaningful work, as described in the agreed job description. The Employer will ensure that the work is planned by a responsible person. The student will be given an effective Health and Safety induction before starting work and will receive appropriate instructions and supervision during the period of work experience.
2. Supervision will be provided by a suitable, responsible and competent named person.
3. The Employer will ensure that the student does not operate machinery unless adequate instruction and competent supervision can be provided in order for it to be used safely. The Employer shall not require the Student to carry out work of an unsuitable or inappropriate nature. The Employer will ensure that the Student wears protective or special clothing/protective equipment as and when necessary. All prohibitions will be recorded on or attached to the Job Description / Health and Safety Statement.
4. The Employer will inform EBP South if there have been any significant changes since the last use of the work placement.
5. The Student will not receive any payment for their work. Employers are not obliged to assist with expenses but may, if they so wish, make a contribution directly to the Student towards the extra cost of meals and travel expenses.
6. The Student will work the hours shown on the Work Experience Own Placement Form / Agreement Form.
7. The Student will be required by EBP South to sign an Agreement stating that they will
 - not disclose any information confidential to the Employer
 - follow all safety, security and other instructions given by the Employer
 - pass on to their parents or guardians any information from the Employer regarding arrangements for their personal health, safety or welfare (including Risk Assessment information)
8. The Student's parent or guardian will confirm that they do not suffer from any complaint which may cause a hazard either to the Student or those working with him or her. The school will be required to inform the Employer of any known details requiring special attention in order to secure a successful placement.
9. The Employer undertakes to ensure appropriate Employer Liability Insurance cover against accident or injury caused to the Student by the negligence of the Employer or the Employer's servants. The Employer will accept (by way of insurance or otherwise) liability for loss, damage or injury caused by the Student in carrying out the tasks allocated to her/him in accordance with the Employer's instructions.
10. All parties, in accordance with normal practice, will observe all current relevant legislation, including approved codes of practice relating to Health and Safety, Equal Opportunities and Child Protection.
11. The Employer will provide a safe and healthy working environment which covers
 - Welfare facilities
 - Equipment
 - Safe Systems of work
 - Emergency Arrangements
 - Risk Assessments as necessary
12. The Employer agrees to provide reasonable access for the purpose of monitoring the student.
13. In cases of accident or sickness occurring to the Student whilst under the supervision of the Employer, the Student will be allowed to use whatever first aid facilities the Employer provides. The Employer will notify EBP South without delay and arrange for appropriate action to be taken.
14. The Employer will provide EBP South with an accident report, in writing, following any accident which causes injury to a Student on work experience and will report the accident to the enforcing authority, if appropriate, within the time limit stipulated.

Student's name		
School Oaklands Catholic School and Sixth Form College Child development placement		
Job Title		
No of working days	Start date	End date

THIS PAGE TO BE LEFT WITH EMPLOYER

CHILD PROTECTION GUIDANCE FOR PLACEMENT PROVIDERS

For adults working with young people, particularly those still of compulsory school age, it is important to be aware of potentially difficult situations. By following the simple guidance outlined below it should be possible to ensure that the placement is a secure and productive environment for both the provider and the student.

- **Behaviour**

Whilst it is important to reassure a young person who may be nervous in a new placement and reliant on your guidance, you should avoid being over familiar. Never permit 'horseplay' which may cause embarrassment or fear.

- **Environment**

Where possible avoid being on your own in an isolated or closed environment with a young person.

- **Touch**

There may be occasions when you need to touch a young person (eg. When you are guiding them in carrying out a technical operation) but these should be kept to a minimum.

- **Mentor**

Those placed immediately in charge of young people should be competent in their work-role, mature in their attitudes, and yet, at the same time, be at ease with them and without favour or bias, regardless of the pupils age, culture, race, caste, disability, gender or sexuality, in line with the company's equal opportunities procedures.

- **Travel**

Ensure that there is a known destination and check-in times with a third party in situations where a young person will be travelling alone with an adult during the placement. It is a good idea to make available a mobile phone (or equivalent) in such situations. Parental permission will be required.

- **Disclosure**

Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your line manager and share your concern with an appropriate representative of the education provider (usually this will be a school's work experience co-ordinator or the head teacher) or the EBP.

Employers should seek advice in confidence from the Education Business Partnership about any problems with which they feel uncomfortable.

- **Disqualification**

You are reminded that you are required by law to protect children from harm and that any employees are required, under the Criminal Justice and Court Services Act, to declare that they are disqualified from working with children.

- **DBS Disclosures**

Anyone who will be supervising a person on work experience could require an Enhanced DBS Check if the person on work experience is under the age of 18 and particularly if a supervisor spends every day or long periods of time alone with that child under age 18.

Please note: Anyone who has 'supervision of young people' written into their job description is required by law to be DBS checked

THIS PAGE TO BE LEFT WITH EMPLOYER

Illegible forms will be returned and may cause a delay to the placement

Student's Name:		Date of Birth:	
School: Oaklands Catholic School and Sixth form College		Year/Tutor Group:	
WEX Start Date:	WEX End Date:	Extended WEX Only Preferred Day(s)	<div> <div>Mon</div> <div>Tues</div> <div>Weds</div> <div>Thurs</div> <div>Fri</div> </div> <div>Please Circle</div>

How is the Student Known to You?

Company name:			No of employees:	
Main contact person:			Position:	
Workplace address:		Postcode:	Is this a home address?	
			Employer's Liability Insurance Details	
			Insurer:	
			YES / NO (Please circle)	
			Policy Number:	
Tel:		Mob:		Expiry Date:
Email:			'ELI details required, if not placement may be declined'	

Job Title:

Job Description (Please list the key tasks and / or activities that the student will undertake)				
Dress Code: (Circle applicable)	Smart	Casual	Practical Workwear	Overalls
		No Trainers	No Jeans	Hair Tied Back
				Safety Footwear
				No Jewellery
Working Days:			Start/Finish Times:	
Any other information? (i.e., other dress code, PPE or any weekend work?)				

Would you offer this opportunity to another young person, possibly from another school? (Please circle your answer)		
YES (during a different week)	YES (during the same week)	NO
I/We can offer placements to	students at any one time.	
I/We can offer a maximum of placements	per year.	

The Management of Health and Safety at Work Regulations place a duty on employers and the self-employed. The duty states that the employer **shall** make a suitable and sufficient assessment of the risk to employees."

This includes employees who are classed as a child (below minimum school leaving age) and a young person (over minimum school leaving age, but under 18 years of age). Both of these definitions may be relevant to students on work experience.

In addition, "Every employer **shall**, before employing a child, provide the parents/guardians of the child with comprehensible and relevant information on the risks identified by the assessment and the preventative and protective measures"

More information available at: <http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm>

Health and Safety check list	YES	NO
Is there someone in overall control of health and safety? Name :		
Do you have a written Health and Safety policy? Date Last Reviewed:		
Have risk assessments been carried out to their lowest level through a safe system of work?		
Is the placement in a high-risk environment?		
Are there any significant risks to the student that we need to be aware of?		
When you induct students, will you explain the risks, how they are controlled? whilst checking that they understand what they have been told? (Includes site tour, first aid, fire, prohibited areas)		
You will check that students know how to raise any health and safety concerns?		
Do you have a first aid kit, accident book and will you report any (RIDDOR) accidents? Name of appointed first aider:		
Do you have fire extinguishers? and means of raising an alarm? Date extinguishers last checked:		
Are appropriate Health and Safety signs (e.g., Fire Exit signs) displayed in the workplace?		
Have you read our Child Protection Guidance and understand your safeguarding responsibilities?		
Prohibitions (e.g., student will not use guillotines, students must not enter areas designated off limits etc)		
EMPLOYER CONFIRMATION AND AGREEMENT		
<p>I confirm that: - to the best of my knowledge and belief, the information given is correct. - I have read the attached Letter of Understanding, child protection guidance and that all the points are acceptable to me.</p> <p>As representative of the employer I agree to the student named above working on our premises, and to abide by all legislation relating to Equal Opportunities, Health and Safety and Child Protection. I will arrange for my Employer's Liability Insurance to provide cover against accident and injury caused to the student by negligence of the employer or another employee and will accept or insure myself against liability for loss, damage or injury caused by the student in the same way as for other paid employees. My company/organisation has prepared a Risk Assessment (if applicable) and a safe system of work which covers all the tasks we expect this student to undertake.</p> <p>Employer signature _____ Date _____</p> <p>Name _____ Position _____</p>		

STUDENT

<p>As the student named, I agree to take part in this work experience programme. I also agree to hold in confidence any information about the employer's business which I may obtain during this work period and not to disclose such information to any other person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer and made known to me either by the Employer's representative or by the displayed instructions. I will pass on to my parent or guardian any information, given to me by my employer, which may affect my personal health, safety or welfare.</p> <p>Student signature _____ Date _____</p>

PARENT / CARER with legal responsibility for the student

<p>As parent / carer of the student named above I confirm that I have read and understood the information on this form. I agree to his/her taking part in this programme and undertake that he/she will observe the conditions set out above. I confirm that he/she does not suffer from any medical or other condition which could result in unnecessary risk to his/her health or safety or to the safety of another person. (Should you be in any doubt please consult the teacher responsible before signing this form).</p> <p>I confirm that if he/she leaves the employer's premises during lunch or break periods, no liability can be accepted by the employer or the school for any incident that may occur. Once on the placement, parents should discuss the arrangements for lunch and break periods with their child and make sure they are suitable.</p> <p>Signature of Parent / Carer _____ Date _____</p> <p>Name _____</p>
