



MONKSEATON HIGH SCHOOL

WORK EXPERIENCE POLICY 2024-2025

Status:

Statutory policy or document	No
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1 Purpose of this policy

This policy provides a framework to ensure that students who take part in work experience as part of their education provision at Monkseaton High School access placements that are carefully managed and monitored, and which provide a safe environment. This includes the organisation of the placement as well as health, safety and safeguarding requirements of all work experience programmes.

Introduction

Ensuring effective careers education, information and guidance (CEIAG) for all students can raise aspirations, develop key life skills and help them to make fully informed decisions about their future. At Monkseaton High School (MHS) work experience forms a central component of our CEIAG provision.

As outlined in the Gatsby Benchmarks (BM6), every student 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. Evidence shows that students who can undertake appropriate and effective work experience placements can develop key employability skills including time management, organisation and team working as well as gain a competitive advantage over their peers. It has been found that two-thirds of employers suggest they would be more likely to hire a young person with work experience over someone with none.

All students are encouraged to undertake a work placement in Year 10 and Year 12. These placements should be reflective of each student's individual interests, aspirations and strengths. Students (parent/carers) are required to independently source their own placements although where required MHS will support students to find, secure and undertake an appropriate work experience placement.

Aims

The aims of the work experience programme at MHS are to:

- 1) Develop students' knowledge of the world of work, including day to day roles/responsibilities in different jobs and key health and safety practices followed in the work place.
- 2) Develop and refine key life skills that will enable students' smooth transition from education into the world of work.

- 3) Develop students' confidence and ability to meet and interact with new people.
- 4) Build independence and resilience.
- 5) Meet Gatsby Benchmark 6 and provide students with the opportunity to undertake multiple work experience placements by the age of 18.

Provision

All Year 10 and Year 12 students are offered the opportunity to undertake a 5-day work experience placement. These work experience weeks run in the summer term. Students are encouraged to source placements independently which reflect their future aspirations. The school will support students who are unable to find a placement and utilise links with providers from previous years.

Students may undertake additional work experience placements if opportunities arise, although these must be agreed with the school and take into consideration attendance and proximity to examinations.

2 Management and Co-ordination of Work Experience Programme

- The work experience programme is overseen by the Careers Lead in school, Sean Hay.
- Tracking and monitoring of work experience placements on Unifrog is co-ordinated by Julie Black and Sean Hay.
- The Careers Lead is supported by the Year Leaders and tutors at Key Stage 4 and 5 respectively.

Unifrog

All work placements are inputted and managed on Unifrog (<https://www.unifrog.org>) – through the placement tool app. This is a bolt on feature within Unifrog that requires an annual fee to be paid. Details of how to use the Unifrog system are shared with students via an assembly in Term 1 and a letter is also shared with parents/carers.

Once a placement has been secured the following steps must be adhered to:

1. The first step in the process requires STUDENTS to input the details of their placement into Unifrog (including Employer name, employer contact, contact details, parent/carer details). ***It is imperative that email contact information inputted is accurate as the Unifrog system automatically generates emails to the named contacts provided so they can complete their relevant sections.*
2. EMPLOYERS must complete their section which includes details about the placement activities, their insurance policies and risk assessments/risk management processes.
3. PARENTS/CARERS will be notified once the employer has completed their section. Parents/carers will be provided with an overview of the key information about the placement and asked to approve accordingly.
4. SCHOOL will give final approval following the completion of each section outlined above. All the detail provided by each stakeholder will be checked by Julie Black and Sean Hay before approval. Where a query arises, these will be discussed with SLT and the Headteacher of the school.

As part of the management of the work experience programme at MHS -

The Governing Body will ensure that:

- the health and safety of students is safeguarded throughout work experience placements organised through the school
- adequate resources are available for safe work experience practices
- appropriate employer (and/or public) liability insurance is in place to cover students and staff involvement, including staff visits or at least a call to the work experience placement.

The School and Senior Leaders will ensure that:

- an appropriate process for organising work experience placements is implemented, including the use of external bodies. At MHS we use Unifrog.
- adequate health and safety and insurance checks are carried out before allowing work experience to take place. **All placements MUST have Employers' Liability Insurance.** This is NOT the same as Public Liability Insurance.
- students are not placed in a working environment where there are significant risks to their health and safety
- specific activities that students undertake on a work placement take account of any restrictions and prohibited work aligned to age
- students do not work excessively long hours (no more than an 8-hour day, 40 hours per week, 5 days per week), or unnecessarily unsocial hours
- all students have either a staff visit or phone call/email during their work experience placement
- students and parents/carers are fully aware of who to contact in the case of an emergency or to raise any safeguarding concerns
- placements are vetted, in accordance with health and safety procurement standards (HASPS)
- systems are in place to ensure the health, safety and welfare, so far as reasonably practicable, of placements, i.e. health and safety policy, risk assessments, communications and consents
- students are supervised at all times by competent people whilst on work experience
- employers are provided with relevant information about students, e.g. their health and factors that might affect their ability to understand and respond to information and instructions about health and safety at work e.g. learning disabilities or language problems.

Parents/Carers will ensure that:

- they provide information regarding additional educational needs. It is the responsibility of parents/carers to ensure that details regarding additional educational needs are provided to the school as soon as they arise.
- students are supported whilst undertaking work experience placements, especially in regard to transport to and from the work placement. It is the responsibility of parents/carers to ensure appropriate transport measures are in place for students. If this is an issue, they must ensure to contact school.
- the school and the employer are informed if their child will not be attending a placement on any given day.

Students will ensure that:

- they take reasonable care of their own health and safety, or that of other people who may be affected by their actions throughout the duration of their placement
- they cooperate fully with their employer, and behave in a manner befitting their work place, as representatives of the school and of the wider community.

School-arranged work experience

Parents/carers will be provided with all relevant information regarding the work experience placement via communication by letter and/or text and through student information.

Before embarking upon school arranged work experience we will ensure:

- students are provided with any relevant information about the employer and the site conditions that may affect their health and safety
- students have received health and safety instructions and in relation to any risks that they are likely to be exposed to in the course of their placement
- students are provided with details of a school contact who they can contact should they encounter any problems or concerns during their work experience.

Work experience arranged by the student or family

Work experience placements arranged by the student are still subject to the appropriate health and safety checks and all details must be provided by students, employers and parents/carers when completing the placement tool in Unifrog.

Work Experience Timeline

Half Term 1	Work experience introduction assembly Y10 and Y12 Parental letter sent outlining the process and initial deadline for WX
HT 2	
HT 3	First deadline for work placement forms – end of HT3 Parental follow up letter sent to those students who haven't yet secured a work placement.
HT 4	Second deadline for placement forms – HT4 (10 weeks in advance of placement dates)
HT 5	
HT 6	Pre-work experience briefing for students Pre-work experience parental letter or email sent Y10 Work Experience – 1 week Y12 Work Experience – 1 week

Before the Placement: In-school briefing for students

Prior to work placements commencing, all students will be briefed on health and safety and safeguarding whilst in the work place. The process for raising any health and safety or safeguarding concerns whilst on placement will be made clear to all students.

As stated in the HSE guidance, students have a duty to take care for their own health and safety, and that of others who may be affected by their actions. This includes listening carefully, following instructions, using any safety equipment that has been provided and taking part in relevant training.

Students and parents/carers will be informed of any placements with higher risk levels. Such placements would be identified when added to Unifrog.

During the placement

School will monitor the progress made by an individual student on a placement.

A suitably briefed member of school staff will endeavour to visit or call/email the provider to ensure the student(s) have arrived and are settled and safe.

A personal log is completed by the student during the placement. This has fact finding questions and answers to put to the employer and also a daily diary to complete. Along with this a feedback sheet is completed by the employer and returned to the work experience co-ordinator to evaluate.

School are responsible for the student's attendance on the placement although the employer will need to monitor it for us.

Parents/carers and/or students should inform the school and employer of any absence during the placement dates.

3 Safety Considerations

In order to ensure our students' safety and manage risks associated with work experience, Monkseaton High School follow the guidance given by the independent regulating body, the Health and Safety Executive.

Specific information and guidance for schools organising and employers offering work experience opportunities for students is detailed below.

Schools and Colleges:

<https://www.hse.gov.uk/young-workers/schools-colleges.htm> [Date Accessed: 02/07/2024]

Schools and colleges have no responsibility under health and safety law for work experience students. The employer is responsible for workplace health and safety.

Risk assessment

Schools and colleges or those arranging placements for students, for example Education Business Partners (EBPs) or third-party independent organisations/businesses, should check the employer has risk management arrangements in place. What they cover in their risk assessment depends on the level of risk.

You do not need additional paperwork for assurance purposes or to second guess the employer's risk assessment or their risk control measures. You are unlikely to have the knowledge to evaluate it and could give the false impression that you have 'approved' it.

Work with parents to make sure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so they can consider them.

Pass on relevant information about the student to the employer and advise on the suitability of a student for a particular placement.

Checks

For employers who are new to taking students on work experience, talk through what the student will do and any relevant precautions. It might be helpful to make a note of your conversation.

You do not need to do it all again for a new student where an employer is known to you and has a good track record, and the student's needs are no different to those on past placements.

Also, don't do duplicate checks on employers. If you are using a third party to arrange placements, work with them to make sure employers are not requested to do things twice.

Where there is a third party organising the placements, they should work with you to ensure there is no duplication in arrangements or processes.

Advice for work experience organisers

<https://www.hse.gov.uk/young-workers/organisers.htm> [Date Accessed: 02/07/2024]

Work experience organisers have no responsibility under health and safety law for work experience students. The employer is responsible for workplace health and safety.

As the work experience organiser, you need to take reasonable steps to satisfy yourself that any work-related risks to a student are managed by the employer. Reasonable checks should be kept in proportion to the risks involved without second-guessing the employer's assessments and procedures. Talking with them will help you identify workplaces or tasks that would not be suitable for certain students.

Do not introduce unnecessary additional paperwork that could lead to employers being discouraged from offering placements. It is likely to be far more informative to talk with the employer about:

- what work the student will do
- what the relevant precautions are
- the planned arrangements for the induction, training and supervision of the student.

Insurance

Ask the employer if they have employers' liability insurance and whether it covers work experience students as employees. There is no need for you to visit the employer to confirm this. Ask them to let you have a copy of the insurance certificate and make sure it covers the period of the work experience placement.

The Employer:

<https://www.hse.gov.uk/young-workers/employer/work-experience.htm> [Date Accessed: 02/07/2024]

As an employer taking on a young person for work experience, you have the main responsibility for their health and safety. Always check they know how to raise health and safety concerns. Under health and safety law, work experience students are your employees, like any other young person you employ. There are very few work activities a student cannot do because of health and safety law.

Risk assessment

What you cover in your risk assessment depends on the level of risk.

Review your risk assessment before they start if you:

- do not currently employ a young person
- have not employed a young person in the last few years
- are taking on a work experience student for the first time
- are taking on a work experience student with particular needs

If you have employed a young person on work experience in the last few years, don't repeat your risk assessment if the new student has a similar level of maturity and understanding, with no particular or additional needs. (The organiser or parent should tell you if they have.)

Talk about the placement in advance with organisers and take account of what they and the parents or carers tell you about:

- the student's physical and psychological capacity
- any particular needs - for example due to any health conditions or learning difficulties

Explain to parents/carers of children what the significant risks are and what has been done to control them. You can do this in whatever way is simplest and suitable, including verbally, and is very often done via the school or college.

When you induct students, explain the risks and how they are controlled, checking that they understand what they have been told.

Insurance

Your existing employers' liability insurance policy will cover work placements provided your insurer is a member of the Association of British Insurers (ABI), or Lloyds, so there is no need for you to get any additional employer's liability insurance if you take on work experience students. The ABI website confirms this.

For many insurers, a definition of who is to be treated as an 'employee' would include:

- any person employed under a contract of service or apprenticeship
- people on work experience schemes, for example students

If in doubt, check with your insurer.

If you don't currently require employers' liability insurance and are going to take on a work placement, discuss the situation with your insurer to check you have adequate insurance cover.

4 Safeguarding

Safeguarding students is the key priority during work experience. The following guidance has been published within the *“Keeping children safe in education 2023, Statutory guidance for schools and colleges, September 2023”*.

Adults who supervise children on work experience

329. Schools and colleges organising work experience placements should ensure that the placement provider has policies and procedures in place to protect children from harm.

330. Children’s barred list checks via the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. The school or college should consider the specific circumstances of the work experience. Consideration must be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary.

331. These considerations would include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:

- unsupervised themselves, and
- providing the teaching/training/instruction frequently (more than three days in a 30-day period, or overnight).

332. If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity relating to children. If so, the school or college could ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

333. Schools and colleges are not able to request that an employer obtains an enhanced DBS check with children’s barred list information for staff supervising children aged 16 to 17 on work experience.

334. If the activity undertaken by the child on work experience takes place in a ‘specified place¹¹⁹’, such as a school or sixth form college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity relating to children. In these cases, and where the child doing the work experience is 16 years of age or over, the work experience provider e.g. school or sixth form college should consider whether a DBS enhanced check should be requested for the child in question. DBS checks cannot be requested for children under the age of 16.

Safeguarding Vulnerable students

We will consider any potential risks to students to see if any additional safeguards are needed in the case of:

- any student who is vulnerable
- any student who is likely to be alone with an adult as part of the work placement, e.g. sole trader, journey person, self-employed person working from home.

For those students who are identified as vulnerable due to special educational needs/behavioural issues; they will where possible, be mentored at the placement by a qualified member of staff from the school according to their individual needs. The employer will be made aware of this before commencing placement.

5 Monitoring and Evaluation

The work experience programme is monitored and evaluated in a variety of ways.

Students

Students will be asked to review their work experience placement upon its completion – this will be done via Microsoft Forms. This will provide students with a platform to give feedback on the work experience programme in place at Monkseaton High School.

Placement Providers

Employers will be asked to review their work experience placement upon its completion – this will be done via phone calls, email and/or Microsoft Forms. This will provide employers with a platform to give feedback on the work experience programme in place at Monkseaton High School.

School

The work experience programme will be reviewed on an annual basis by the careers lead. This review will be based on the feedback gained from students, staff, and placement providers. The review, and any subsequent actions to be taken for the following year, will be shared with the school senior leadership team and Governing Body.

The school review will:

- 1) Consider the extent to which the programme meets the stated aims.
- 2) Consider any health and safety issues that have arisen, including from the induction provided.
- 3) Calculate the percentage of students arranging their own placement.
- 4) Calculate the percentage of students completing a placement.
- 5) Consider reasons for failure to complete a placement.
- 6) Identify areas for improvement which will be incorporated into the CEIAG development plan.

Equality Impact Assessment

1. Name of the change, strategy, project, or policy:	Work Experience Policy		
2. Name of person completing this form:	Marie-Anne Dowson		
3. Has the policy/practice been assessed to consider any negative impact on the key groups?			
Yes. As this policy Framework is based upon identified good practice for managing work experience.			
4. Where negative impact has been identified, please complete questions 5-9, if none is identified, please sign and proceed to question 9.			
Equality Group (circle):	Target	Negative impact – it could disadvantage	Reason
Race		No evidence of negative impact	These guidelines aim to ensure a consistent approach to administering work placements is taken across all sections of the school.
Religion/belief		No Evidence of negative impact	
Disability		No Evidence of negative impact	
Gender		No Evidence of negative impact	
Gender		No evidence of negative impact	
Reassignment		No evidence of negative impact	
Sexual Orientation		No Evidence of negative impact	
Age		No Evidence of negative impact	
Pregnancy/Maternity		No Evidence of negative impact	
Marriage & Civil Partnerships		No Evidence of negative impact	
5			
Is the impact legal/lawful? Seek advice from your School link HR Advisor if necessary.			NA NA
Is the impact intended?			NA NA
6 Could you minimise or improve any negative impact? Use the space below to detail how.			
No negative impact is anticipated from the implementation of this policy			
7 Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any adverse impact on equality?			
n/a			
8. In light of all the information detailed in this form; what practical actions would you take to reduce or remove any adverse / negative impact?			

School will monitor data across equality groups relating to work experience to ensure no students are negatively impacted.

PART A) To be completed during the planning /proposal stage. Further sheets should be added where needed.

PART B) To be completed when assessment and consultation has been carried out by School

9a) As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project, or planned action.

9b) As a result of this assessment and consultation, does the school need to commission specific research on this issue or carry out monitoring/data collection?

10) Have you set up a monitoring/evaluation/review process to check the successful implementation of the policy, project or change?	Yes	·	No	As described above
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Signed:

Date: