

ASHLEY HIGH SCHOOL

Work Experience Placement Policy

This policy was adopted: September 2022

This policy will be reviewed: September 2023

This policy has an inter-relationship with the school’s Careers Education, Information and Guidance Policy, Work Related Learning Policy, Policy Statement on Provider Access and Equal Opportunities Policy.  All policies are reviewed on an annual basis by the Careers Leader and signed, approved and dated by the Head Teacher, Chair of Governors and Link Governor for CEIAG.

**What is Work Experience?**

Work Experience can be defined as:

‘A placement on an employer’s premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.’

(Department of Education 2002)

**Intent**

At Ashley High School work experience placements provide an invaluable opportunity for students to learn about the world of work and are instrumental in their preparation for adulthood and independent living. We promote the use of work experience as an extension to the curriculum and aim to enable students to undertake a placement at an appropriate time in their sixth form education.

At Ashley High School we aim to provide all the pupils with an opportunity to enhance their school learning experience by attending a range of different working environments. We aim to give pupils a broad view of the world, develop employability skills and to help prepare for the transition to an adult work environment.

Work experience placements aim to enhance:

* the development of students’ employability and key skills, personal development, maturity and increase motivation to do well at school
* careers education and guidance
* personal and social education
* additions to the curriculum, including vocational courses where appropriate

**Essential Key Skills**

The work experience programme will help students to appreciate how the skills they develop in the workplace can be transferred to a range of vocational areas and subjects. The essential key skills are summarised below

* Speaking
* Listening
* Creativity
* Leadership
* Problem Solving
* Teamwork
* Staying positive
* Aiming High

**Implementation**

Work experience will take place for all students in years 12, 13 and 14. Placements may be arranged for students from Year 10 and 11 depending on individual timetables. Placements may take the form of one half day or one full day per week for 6 weeks, a full one week block, or one day per week on a long term basis. Students may also undertake a virtual work experience placement if appropriate. Pupils will have pre-arranged visits and inductions at their placements. For those who find work experience placements difficult, support with the transition will be offered.

**Roles and Responsibilities**

The **Governing Body**, in conjunction with the **Head Teacher**, is responsible for all aspects of work experience, including Health and Safety (except in instances where placements are arranged without the support of the school).

The School acknowledges its responsibilities under Common Law to act as would a reasonable parent, acting “in loco parentis”.

Responsibility for the arrangement and management of work experience placements is delegated to the **Assistant Head** **Teacher/Head of 6th Form** and **Careers Coordinator**.

**Governors’ Responsibilities**

The Governing Body has overall responsibility for the management of the School, including work experience, and 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 public liability insurance is in place to cover students and staff, including staff visits to placements
* these responsibilities will be delegated to the Assistant Head Teacher/Head of 6th Form on an operational day to day basis.

**Head Teacher’s Responsibilities**

The Head Teacher is responsible for the operational management of the school, including work experience. He/she will liaise closely with the Assistant Head Teacher/Head of 6th Form and Careers Coordinator to ensure that adequate Health and Safety checks are carried out before allowing work experience to take place. In exceptional circumstances, when there is no opportunity for H&S checks and the student still wishes to attend, then the school will require parents or guardians to sign a disclaimer in full knowledge that the school has no liability should anything happen. The Head Teacher, along with the Assistant Head Teacher/Head of 6th Form and Careers Coordinator will decide the appropriate process for organising work experience placements, including the use of external bodies.

The Head Teacher will ensure that:

* training is provided for the Assistant Head Teacher/Head of 6th Form and Careers Coordinator in all aspects of their roles
* work experience complements the curriculum of students
* the Work Experience Policy and Health and Safety Policy are reviewed annually

**Assistant Head Teacher/Head of 6th Form and Careers Coordinator’s Responsibilities**

The Assistant Head Teacher/Head of 6th Form and Careers Coordinator are responsible for the work experience placements. This includes liaising with any external bodies appointed to organise the practical arrangements. They will liaise closely with the Head Teacher to decide the appropriate process for organising work experience placements, including the use of external bodies.

The Assistant Head Teacher/Head of 6th Form and Careers Coordinator will ensure that:

* all placements are risk assessed and comply with the School’s Health and Safety Policy, and that risk assessments are completed for members of staff that visit such employers during the work placements. These assessments should include lone working arrangements
* consideration is given to specific circumstances of the work experience and nature of the supervision. DBS checks may be requested for students under 16 years of age depending on the nature of the supervision and in line with the statutory guidance (Keeping Children Safe in Education 2022)
* all pupils are aware of appropriate Health & Safety procedures and the Ashley 6th Form Work Experience Code of Conduct before starting any placement.
* the programme is developed, delivered and integrated into the entire curriculum
* students and parents are provided with all relevant information regarding work experience placements, including risk assessments
* ensure that students have received adequate health and safety instruction
* employers providing placements have full relevant information regarding students undertaking a placement with them, including details of additional educational, health and support needs
* where possible, students are visited at least once during their placement
* outside agencies are consulted, as appropriate, to ensure that work experience placements are arranged according to current legislation
* any accidents or incidents during work placements are recorded in the appropriate manner and that such information is provided to the school immediately
* students are attending work experience placements regularly
* work placements are informed of any possible student absence

**Employer (Placement Providers) Responsibilities**

As prescribed in the Health and Safety at Work Act 1974, employers have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees. By virtue of the Health and Safety (Training for Employment) Regulations 1990, students on placement are effectively employees of the organisation for the duration of work experience.

Employers should ensure that:

* appropriate risk assessments are carried out to determine suitable tasks and working situations for pupils.
* control measures are introduced to eliminate or minimise risks.
* appropriate PPE is provided
* Ashley 6th Form are advised of the findings of any risk assessments or control measures prior to the commencement of the placement.
* Pupils are informed of safe working practices upon induction into the organisation and supplied with appropriate training and protective clothing or equipment to carry out their duties.

**Parental Responsibilities**

Parents should support students, however possible, in realising the importance of, and attending, work experience placements. They should also inform the school if they are aware of any Health & Safety issues regarding a particular placement their child is completing

**Pupils’ Responsibilities**

All students should:

* attend their work experience placements as agreed
* 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
* make themselves aware of, and follow, the Ashley 6th Form Work Experience Code of Conduct
* co-operate fully with their employer, and behave in a matter befitting their work place, as representatives of the school
* after each work experience placement, work with school staff to gather and organise a range of evidence of their work experience placement and what they have learned

**Impact**

By working together with parents and students we hope to ensure that they have a very positive experience of the world of work and are able to further develop their employability, communication and interaction skills.

Students will have developed a set of transferable essential skills gained from the workplace that will benefit them whatever their chosen progression route. This will include

Speaking and Listening

* Listening and speaking to a range of different people
* Using body language to help communication
* Using communication for different purposes and in a range of different ways

Teamwork and Leadership

* Setting common goals
* Showing respect to others in the workplace and valuing their contributions
* Listening to others and being open minded
* Taking on roles and responsibilities
* Understanding and supporting others

Problem Solving and Creativity

* Identifying issues and being able to examine information
* Dealing with change
* Decision making to find solutions
* Staying with a problem until it is resolved
* Imagining and using creativity to develop ideas

Staying Positive and Aiming High

* Setting goals and planning ahead
* Being proactive and flexible
* Being resilient and being able to work under pressure
* Monitoring performance and devising strategies for improvement
* Managing their time



**Ashley 6th Form Work Experience Placement Code of Conduct**

As a 6th Form Student, you will take part in work experience placements as part of the Careers programme. This will help you to gain an insight into the world of work and develop useful employability skills. There will be certain expectations of you to ensure that you get the most out of the work placement and give the employer a positive view of Ashley 6th Form students. These expectations are as follows:

* To attend all work placement sessions and arrive on time. If you are unable to attend a session you must telephone your work experience placement provider and school.
* To show respect for staff and property at the work placement and be aware of how your actions and comments may affect others.
* To follow all rules set by the work placement. Health and safety in the work place is very important! There may be equipment and uniforms that are required.
* To recognise that you are representing Ashley 6th Form and have a responsibility to make sure that your work placement is a positive experience for everybody, including your employers!

Students will also display the following qualities that are recognised by employers as very important.

* Trustworthy
* Honest
* Good timekeeping
* Responsible
* Polite
* Flexible (be willing to have a try new and different tasks)

Signed: Karl Ashton (Chair/Link Governor for CEIAG) date: 17/09/2022

Signed: Diane Wilson (Head Teacher) date: 17/09/2022

September 2022– V Banks