



MONKSEATON HIGH SCHOOL

WORK EXPERIENCE POLICY 2023-2025

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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, 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 are supported through the process of finding, securing and undertaking their 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.
- The Careers Lead is supported by the Year Leaders at Key Stage 4 and 5 respectively.
- Tracking of work experience placements is co-ordinated by the administrative team in the school office.
- All work experience placements are checked and vetted by Futurework.

What is Futurework?

Futurework is a commercial venture of Gateshead College providing professional services to Academies and schools since 2012.

They specialise in work placement vetting for work experience, so learners are placed in a safe and healthy working environment.

What do Futurework offer?

Futurework provide work placement vetting and appropriate insurance checks in line with current guidelines to ensure learning takes place in a healthy, safe and supportive environment.

What does the Futurework check include?

- Insurance checks – Employers/ Public liability
- General management of health and safety
- Safety policies and risk assessments
- Supervision, training and induction
- Work equipment
- Working environment and welfare
- PPE – Personal Protective Equipment
- Accident and disease report/ first aid arrangements
- Fire and emergency evacuation procedures
- Child protection

- Recommendations
- Development plan
- Provider agreement & signatures
- Notes

<https://www.gateshead.ac.uk/futurework/>

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 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 Futurework who carry out all appropriate health and safety and insurance checks on our behalf as per current regulatory guidelines. See above for an overview of what the checking process by Futurework includes.
- 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 calls 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.

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 – information gathered by Futurework through vetting processes.
- 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 parents/carers with the return of the work experience form.

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 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 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 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 by the vetting process as conducted by Futurework.

During the placement

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

A suitably briefed member of school staff will call the provider regularly to ensure the student(s) have arrived and are settled and safe. Where possible the member of staff will arrange a suitable visit during the placement.

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.

Schools and colleges

Specific information and guidance for schools organising work experience opportunities for students is detailed below;

<https://www.hse.gov.uk/youngpeople/workexperience/index.htm>

- Schools and colleges, or those organising placements, 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.

- An appreciation of risk and how to deal with it can be one of the biggest benefits offered by a placement. We need young people (those under 18) to be offered opportunities to develop new skills and gain experience across the world of work.

Placement Providers (Employers)

As part of the HSE guidance on work experience there is specific information for placement providers. It is the duty of employers to ensure appropriate risk assessments are in place to maintain the health and safety of employees, including students on work experience placements. The specific guidance from the HSE for placement providers is detailed below;

<https://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm>

Under health and safety law, work experience students are your employees. You treat them no differently to other young people you employ. If you are advised to do something that is contrary to, or goes beyond, this guidance you can question it by contacting [HSE's Myth Buster Challenge Panel](#). Your existing employers' [liability insurance policy](#) will cover work placements provided your insurer is a member of the [Association of British Insurers](#), or [Lloyds](#), so there is no need for you to obtain any additional employer's liability insurance if you take on work experience students. The [ABI](#) website confirms this.

What you need to do:

- use your existing arrangements for assessments and management of risks to young people
- if you have fewer than five employees you are not required to have a written risk assessment
- avoid repeating your assessment of the risks if a new student is of a broadly similar level of [maturity and understanding](#), and has no particular or additional needs (the organiser or parent should tell you if they have)
- if you do not currently employ a young person, have not done so in the last few years or are taking on a work experience student for the first time, or one with particular needs, review your risk assessment before they start.
- discuss the placement in advance with organisers and take account of what they and the parents or carers tell you of [the student's physical and psychological capacity](#) and of any particular needs, for example due to any health conditions or learning difficulties
- keep any additional work in proportion to the environment:
- for placements in **low-risk environments**, such as offices or shops, **with everyday risks** that will mostly be familiar to the student, your existing arrangements for other employees should suffice.
- for **environments with risks less familiar** to the student (e.g. in light assembly or packing facilities), you will need to make arrangements to manage the risks. This will need to include induction, supervision, site familiarisation, and any protective equipment needed.
- for a placement in a **higher-risk environment** such as construction, agriculture and manufacturing you will need to:
 - consider what work the student will be doing or observing, the risks involved and how these are managed.
 - satisfy yourself that the instruction, training, and supervisory arrangements have been properly thought through and that they work in practice.

- you may, in particular for **higher-risk environments**, need to consider specific factors that must be managed for young people, including exposure to radiation, noise and vibration, toxic substances, or extreme temperatures. Where these specific factors exist in your workplace, you should already have control measures in place. This will also apply to legally required age limits on the use of some equipment and machinery (e.g. forklift trucks and some woodworking machinery). Consider whether you need to do anything further to control the risks to young people.
- explain to parents/carers of children what the significant risks are and what has been done to control them. This can be done 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.
- check that students know how to raise health and safety concerns.

4 Safeguarding

Safeguarding students is the key priority during work experience. The following guidance has been published within the *“Keeping children safe in education 2022, Statutory guidance for schools and colleges, September 2022”*.

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.

This will be done by Futurework on our behalf as part of their vetting process. We will ensure that employers or training providers hosting our students endorse our safeguarding policy. Where concerns are raised, Futurework will inform MHS and a decision can be made on the suitability of any placement.

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 place', 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.

DBS Requirements

DBS clearance forms are not required for work experience by the student or the employer as no student is to be left on their own or unsupervised at any time whilst on placement. This is the responsibility of the employer to ensure trained, responsible members of staff are providing mentoring and supervision at all times for the period of the placement.

To further ensure all of our students are safeguarded whilst on work experience we will:

- provide students with clear advice and a point of contact at the school in case of problems.
- identify actions to be taken, when and by whom, if any child protection issues are raised prior to, during or after the placement.

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 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 follow 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

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

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 Target Group (circle):	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			
(A) Is the impact legal/lawful? Seek advice from your School link HR Advisor if necessary.		NA	NA
(B) 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 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: