



**Twyford**  
**CofE**  
Academies Trust

<b>Document Title</b>	<b>Work Experience Policy</b>
<b>Committee Responsible for Policy</b>	<b>Board of Directors (in consultation with Curriculum Committees)</b>
<b>Review Frequency</b>	<b>Three Yearly</b>
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<b>Next Review Due</b>	<b>October 2025</b>
<b>Policy Author</b>	<b>Director of Finance &amp; Operations</b>

## Assessment of the Impact of a Policy on Equality & Diversity

<b>Policy:</b> Work Experience Policy	
<b>Impact assessed by:</b> Richard Lane	<b>Date:</b> 13/9/2022
<b>1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else?</b>  <i>Pupils from protected groups may not have the same opportunities to engage in work experience as their peers.</i>	
<b>2. How would this be evidenced?</b>  <i>Reviews of work experience undertaken</i>	
<b>3. Is there evidence that the operation of the current policy might impact a person or group with a protected characteristic differently from everyone else?</b> No.	
<b>4. If the answer to 3 is 'Yes', please provide details and evidence.</b>	
<b>5. How might the new policy change this?</b>	
<b>6. Are there any other changes to the policy which might impact a group with a protected characteristic differently from everyone else?</b> No	
<b>7. If the answer to 6 is 'Yes', please provide details and evidence.</b>	
<b>8. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy passes or fails this test?</b> PASS	

# Work Experience Policy

## **1. Aims, Objectives and Policy**

A key aim of the Trust is to prepare students for the world of work so that they can successfully contribute to society and also support themselves economically. Work experience can provide students with a valuable insight into the link between what they learn at school and successfully applying these skills in a workplace. It can provide a much needed 'reality check' for some students and motivation for others. It is the Trust's policy to maximise these benefits and minimise risks by preparing and enabling students to undertake work experience at key stages in their journey through the school (1 week in the summer term of year 10 and 2 weeks in summer term of year 12) to help inform their future study and career plans. Trust schools will carry out checks and procedures to ensure that, as far as possible, work experience is relevant, appropriate and safe.

## **2. Principles, Considerations and Guidance**

The responsibility for the student, throughout the work experience placement remains with the school as part of the Associate Head Teacher's responsibility for internal control, discipline and management. The Associate Headteacher can delegate day to day tasks to a Work Experience Officer (usually either a responsible teacher or a CIAG (Careers Information, Advice and Guidance) Coordinator).

The following points should be noted:

- Work experience must be primarily an educational, not an employment activity;
- Work experience must not be a means for employers to assess individual pupils for specific forms of employment;
- Preparatory work in school should be integral to any work experience scheme and include not only areas the student might expect to find and look out for but also an indication of the relevance of the experience to the school curriculum. It should also cover health and safety matters, including the responsibilities of the students themselves;
- Work experience should be available to students of all abilities;
- Employers should be made aware of the educational aims of the work experience scheme and be involved in the planning;
- The Work Experience Officer must engage in the fullest consultation in advance with the parents and the employer;
- Before agreement is reached on a possible placement, the Work Experience Officer should contact the employer to check that appropriate health and safety arrangements are in place. Particular care should be taken where the student is likely to end up working for a parent, relative or close family friend in terms of the overall suitability of the placement;
- A student's medical condition must be considered when a placement is made;
- Supervision during placements may be carried out through Work Experience Officer visits to the site as well as telephone calls;

- There should be no payments from employers to the student or the school. Where expenses are incurred there should be an agreement with the school as to how these costs are to be covered;
- Special attention should be paid to insurance cover (see below);
- On completion of the placement an evaluation should take place; and
- Parents should be aware of all details of any placement before it occurs and give written permission (see [Annex B](#)).

Government guidance on work experience for students under 16 is lacking. However, for students aged 16-19, see ESFA guidance [16-19 Study Programme Guide](#), which is updated for each academic year. This non-statutory guide sets out the government's policy on 16 to 19 study programmes covering academic, technical and vocational activities. All students funded through the 16 to 19 funding methodology must be enrolled on a study programme which typically combines qualifications and other activities, and which is tailored to each student's prior attainment and career goals. The document provides a detailed guide to key features and aims, as well as examples of successful schemes.

Also see the DfE guidance [Participation of Young People: Education, Employment and Training](#) which includes information on 16-19 education with references to work experience.

Reference can also be made to the updated safeguarding resource [Keeping Children Safe in Education](#) which covers the selection and vetting of adults who supervise children on work experience.

### **3. Roles and Responsibilities**

Directors, Executive (the Executive Headteacher, Associate Headteachers and the Director of Finance & Operations) and Governors publish this policy and budget for the cost of coordination and supervision of work experience activities. School Governing Bodies receive a report annually on wider learning, including work experience.

The Associate Headteacher oversees the planning/coordinating of work experience and may delegate this responsibility to a Work Experience Officer who may be a responsible teacher(s) or a member of the school administration team.

Teaching staff and other staff are expected to support work experience programmes through encouraging students to engage with work experience programmes.

Students are required to engage with work experience programmes and take full advantage of the opportunities available.

Parents and carers are asked to propose work experience opportunities through contacts etc and to encourage pupils to engage with the programme and help administrative systems run smoothly by submitting forms etc. on time. Exceptionally, if parents wish pupils to work for an employer who does not have appropriate employer's liability cover for work experience students then they are required to sign a disclaimer to this effect ([Annex C](#)).

Employers must comply with legal requirements concerning work experience and assume responsibility for the pupil's safety. They must also cooperate with checking procedures and enquiries concerning the safety and appropriateness of the placement.

## **4. Communication**

Parental consent and support is an important element. The parent should be fully informed at every stage and their full consent gained for all necessary elements of the placement. A placement may fall apart if the pupil finds it is not an area they want to pursue or they are asked to do things they are not prepared for. The pupil should therefore be fully informed as to the expectations of them, the schedule for their placement and the logistics of executing it. Who are they responsible to on placement? Who is their contact at school? They must be briefed on health and safety considerations and their responsibility for their own welfare.

It is essential that the location and business is prepared to support the pupil for the designated time, both in terms of the setting and providing work and ensuring engagement for the pupil within the sector consistently and productively. Supervision must be adequate and arrangements checked by the school.

## **5. Health & Safety Responsibilities**

It is the Trust's policy to ensure that, as far as is reasonably practicable, that non-employees, such as school students on work experience, are not exposed to risks to their health and safety. One aspect of the responsibility is to ensure that school staff who organise placements are sufficiently competent to do so and will make the necessary arrangements for checking the suitability of placements.

Schools share the duty to do what is reasonably practicable to ensure that students are not placed in a working environment that exposes them to health and safety risks. Although schools have no legal responsibility to ensure that employers with whom students are placed comply with relevant health and safety law, they must make an informed judgement about the employer's health, safety and welfare arrangements in order to assess the suitability of the placement.

Employers who provide work experience placements are required by the Management of Health and Safety at Work Regulations to carry out a risk assessment for all students on work experience before they start work. The risk assessment must include specific factors such as their immaturity, inexperience and lack of awareness. The employer must introduce measures to eliminate or control the risks and provide appropriate training and supervision.

If the pupil is between 16-18 and the placement provider already holds an appropriate risk assessment for the age bracket, there is no requirement to write a new assessment, although review is recommended.

Checks must be kept in proportion with the risk environment. It should not be a process of many lengthy forms, when assurance of low risk environments can be gained verbally or by email. Workplaces can utilise existing arrangements for assessing the risks associated with having a young person on site. The HSE state that if a company has less than five employees it is not required to have a written assessment.

Students on work experience have the same duties as employees. They must take reasonable care of their own health and safety and of other people who may be affected by their actions and they must cooperate with the employer providing the placement.

## 6. Insurance and Liabilities

Employers are legally required to hold employers' liability insurance. As a result, accidents involving injury to students engaged in work experience caused by negligence by the employing firm or its employees is normally covered by the firm itself. Employers' liability insurance normally covers students on work placements but it may not. Some voluntary organisations may not hold employers' liability insurance.

Staff overseeing work experience must check with employers that the relevant insurance is in place (see attached form). If the organisation providing the work placement does not hold employers' liability insurance or their cover does not cover students then either they will need to obtain temporary cover for the duration of the pupil's placement with them or (exceptionally) the parent will need to sign a disclaimer ([Annex C](#)).

The Director of Finance & Operations is responsible for ensuring that the Trust's insurance policy covers any residual liabilities such as:

- Those arising in the course of travel to the workplace; and
- Those arising from negligence, for example the consequences of unsuitable placements or failure to ensure adequate supervision.

## 7. Disclosure and Barring Service (DBS) Checks

The DfE statutory guidance [Keeping Children Safe in Education](#) contains a section on 'Adults Who Supervise Children on Work Experience'. The guidance states: "Schools and colleges organising work experience placements should ensure that policies and procedures are in place to protect children from harm".

Schools are not required to carry out enhanced Disclosure and Barring Service (DBS) checks on employers/staff supervising young people aged 16 to 17 on work experience. Young people intending to undertake work experience in the healthcare and education sectors will need to have an enhanced DBS check before starting on their placement.

Some adults who supervise a student under the age of 16 on a work experience placement may require a barred list check by the Disclosure and Barring Service. The member of staff supervising the placement will need to consider the specific circumstances of the work experience, taking into account the nature of the supervision and the frequency of the activity being supervised in order to determine what checks are necessary. Such considerations would include whether the adult providing the teaching/training/instruction/supervision to the student will be:

- Unsupervised; and
- Providing the teaching/training/instruction frequently (more than three days in a 30-day period, or overnight).

If the adult working with the student is unsupervised and is in frequent contact with the student, the work is likely to be regulated activity. If this is the case, it is recommended that the school or college ask the employer providing the work experience to ensure that the adult providing the instruction or training is not a barred person. However, schools and colleges are not able to request an enhanced DBS check with barred list information for adults supervising students aged 16 to 17 on work experience.

## **References and Resources**

Employers' Liability (Compulsory Insurance) Act 1969

Health and Safety at Work Act etc. 1974

Management of Health and Safety at Work Regulations 1999

[Keeping Children Safe in Education](#)

[Participation of Young People: Education, Employment and Training](#)

[Working Together to Safeguard Children](#)

[16-19 Study Programme Guide](#)

[HSE Guidance INDG364 Young People and Work Experience](#)

HSE: [Work Experience](#)

## Annex A: Work Experience Placement Details/Checklist/Approval Form

(To be completed by the Work Experience Officer and shared with the parent and student)

(An equivalent online form is acceptable)

Student's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Form: \_\_\_\_\_

### Workplace Details:

Company/Organisation Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

Type of business: \_\_\_\_\_

### Placement Details:

Manager's Name: \_\_\_\_\_

Manager's Contact Details: ☎ \_\_\_\_\_ email: \_\_\_\_\_

Address of the Placement: \_\_\_\_\_

Post code: \_\_\_\_\_

Agreed working hours: \_\_\_\_\_ to \_\_\_\_\_ breaks: \_\_\_\_\_

Placement start date: \_\_\_\_\_ End date: \_\_\_\_\_

Dress code: \_\_\_\_\_

Typical duties: \_\_\_\_\_

Instructions for the first day (time to arrive, who to report to etc):

What the student should do if they have any concerns or are uncomfortable about anything:

Workplace arrangements are satisfactory for the following (please attach evidence including employer's and parents consent forms and parent's disclaimer if required):

- Employers' liability insurance (or, exceptionally, disclaimer if required)
- Induction/training



- Supervision
- Health & Safety (Risk assessment in place if appropriate)
- Welfare/First-Aid
- Provision for medical conditions
- Safeguarding/DBS checks required for the student? In place?
- Safeguarding/DBS checks required for the supervisor? In place?

Checks completed by Work Experience Officer:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Headteacher/SLT Approval:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Annex B: Employer's and Parent's Consent**

(An equivalent online form is acceptable)

Dear Employer,

By signing this form you are agreeing to the following terms:

- I have appropriate insurance to cover work experience students and will email a copy of the policy, when requested. I have notified my brokers, if necessary.
- I will undertake to provide induction training including Health, Safety and Emergency arrangements
- I will notify the school in the event of any absence, early termination of placement, injury or any other difficulties regarding the student.
- I will undertake to have due regard for the welfare of the young people in the workplace and understand that it may be necessary to undergo a Criminal Records Bureau Check in line with the 'Safeguarding of Children in Education' (DfES Guidance September 2004)
- I am aware of the requirement for employers to complete a suitable and sufficient risk assessment and to provide information to a parent/guardian for a child of compulsory school age in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended)

Employer's Signature

Print Name

Date

Dear Parent,

Please sign below giving permission for your son/daughter to attend a Work Experience placement at the above company from Monday 12th – Friday 16th July 2021.

Parent's Signature

Print Name

Date

## Annex C: Disclaimer

(An equivalent online form is acceptable)

Dear Parent/Carer,

Re: Acknowledgement of Limitation to Liability

By completing and signing this letter, I agree that Twyford CofE Academies Trust and all employees cannot be held responsible or liable for any claims arising because of your child's Work Experience Placement listed below:

To be completed by the parent/carer:

I acknowledge that the dates of my child's Work Experience are [DATE] to [DATE]. I understand that this placement is entirely at my own risk and I absolve Twyford and any employees of any responsibility in this matter. I am fully aware that the employer does not have the appropriate insurance for work experience of students under 16 years old.

It is my responsibility to contact the employer to discuss and carry out health and safety checks of the placement making sure all contact telephone numbers are provided from and given to the employer.

Name of student: .....

Work Experience Placement: .....

Work Experience Placement Main Contact: .....

Student signature: .....

Parent/Carer Name: .....

Parent/Carer Signature:.....

Relationship to Student: .....

Date: .....

Kind regards,

Work Experience Administrator