



**Ramsden Hall  
Academy**

**Parallel  
Learning  
Trust**

## **WORK EXPERIENCE POLICY**

### **Ramsden Hall Academy**

<b>LAST REVIEW NEXT</b>	<b>November 2020</b>	<b>REVIEW PERIOD</b>	<b>2 Years</b>
<b>NEXT REVIEW DATE</b>	<b>November 2022</b>	<b>OWNER</b>	<b>Amanda McIver</b>
<b>TYPE OF POLICY</b>	<b>School</b>	<b>APPROVAL LEVEL</b>	<b>Headteacher</b>

**Named staff with designated responsibility for work experience and contact details:**

<b>Academic Year</b>	<b>Designated Senior Person</b>	<b>Deputy designated senior person</b>	<b>Nominated CP Governor</b>	<b>Chair of Governors</b>	<b>Local Authority Designated Officer</b>
<b>2020/21</b>	<b>Alan Wells</b>	<b>Emma Baker</b>			

## **The Ramsden Hall Code of Conduct**

***We keep each other safe***

***We help each other learn***

***We look after our school***

**Please note that during periods of restrictions due to COVID 19 students will not be able to take part in Work Experience.**

### **Aims and Objectives**

Work experience during the course of studies at the school aims to:

- Prepare students for the opportunities, responsibilities and experiences of adult life.
- Develop student's employability and key skills, personal development and maturity.
- Increase motivation to do well at school.
- Support personal and social education.
- Increase self-confidence.
- Help with independence.

### **Procedure**

At Ramsden Hall Academy work experience placements provide an invaluable opportunity for students to learn about the world of work. The opportunity to undertake a placement is available to students in year 10 or 11 whom the school believes will benefit from Work Experience.

The school has a Transition Manager who organises the work experience scheme alongside an external organisation (currently Essex Youth Services (EYS)).

Parental permission is requested to share information with EYS and prospective employers. Without this we will not proceed. The Transition Manager will arrange for each student to meet with EYS to discuss choices.

After meeting with all the students EYS will source placements and ensure that all health and safety checks and insurance policies of the employers are in date. If not, new health and safety visits will be arranged. No employer without adequate insurance cover and an up to date health and safety check will be considered.

Once satisfied that all health and safety checks are in place the school Transition Manager will arrange interviews with the employers and will accompany students on their appointments.

After a successful interview the student can commence work experience. The school Transition Manager will contact the employer regularly by phone throughout the placement and will also visit the student at the placement at least once completing a work experience visit report.

### **Responsibilities**

1. The Academy Council in conjunction with the Headteacher is responsible for all aspects of work experience, including health and safety.
2. Responsibility for the management of work experience placements is delegated to the Transition Manager.

### **Academy Council Responsibilities**

1. The Academy Council has overall responsibility for the management of the School, including work experience.
2. The Academy Council 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.

### **Headteacher's Responsibilities**

1. The Headteacher is responsible for the operational management of the school, including work experience.
2. The Headteacher will liaise closely with the Transition Manager to ensure that adequate Health and Safety checks are carried out before allowing work experience to take place.
3. The Headteacher, with the Transition Manager will decide the appropriate process for organising work experience placements, including the use of external bodies.
4. The Headteacher will ensure:
  - Training is provided for the Transition Manager in all aspects of their role.
  - Work Experience complements the curriculum of students.
  - The Work Experience Policy and Health and Safety Policy are reviewed annually.

### **Transition Manager's Responsibilities**

1. The Transition Manager is responsible for the work experience placements. This includes liaising with any external bodies appointed to organise the practical arrangements.

2. The Transition Manager will liaise closely with the Headteacher to decide the appropriate process for organising work experience placements, including the use of external bodies.

3. The Transition Manager will ensure that:

- All placements are risk assessed and comply with the School's Health and Safety Policy.
- Students and parents are provided with all relevant information regarding work experience placements.
- Employers providing placements have full relevant information regarding students undertaking a placement with them, including details of additional educational or special needs.
- Students are visited during their placement.

### **Organisers (i.e. Essex Youth Services) Responsibilities**

1. To take action that is reasonably practicable to ensure pupils are not placed in a working environment where there are significant risks to their health and safety. To carry out suitable checks on employers (placement providers) health and safety management systems.

2. To provide the pupils with any relevant information about the employer and the site conditions that may affect their health and safety.

3. To ensure pupils have received adequate health and safety instruction and training in relation to any risks that they are likely to be exposed to in the course of their placement.

4. To obtain from the school and provide employers 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.

5. To work closely with the school and the school's Transition Manager to ensure the work placement is arranged according to current legislation.

6. To obtain records from the employer and ensure that any accidents or incidents during work placements are recorded in the appropriate manner and that this information is provided to the school immediately after the event.

### **Employer (Placement Providers) Responsibilities**

1. 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), Policy Reviewed November 2012, Adopted at Full Board Meeting 21/11/2012 Page 5 of 7 Regulations 1990, students on a placement are effectively employees of the company for the duration of work experience. 2. 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
- That schools, students and parents are advised of the findings of any risk assessments or control measures prior to the commencement of the placement.
- Adequate insurance cover is in place for students undertaking work experience placements.
- Students are informed of safe working practices upon induction into the company and supplied with appropriate training and protective clothing or equipment to carry out their duties.
- The Transition Manager is contacted immediately should any student not arrive for work.
- The Transition Manager is contacted with any concerns throughout the placement.

### **Parental Responsibilities**

1. To support students on work experience placements, especially in regard to providing transport or meeting transport costs. (Parents may seek assistance from the school, should they require financial support.)
2. To inform the school immediately of any concerns arising from work experience placements.
3. To inform school should students be absent from work experience at any time.

### **Students Responsibilities**

1. Students are expected to 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.
2. Students should contact the employer directly should they be unable to attend work for any reason.
3. Students are expected to cooperate fully with their employer, and behave in a matter befitting their work place, as representatives of the School.

### **Extended Placements**

Should any students be offered an extended work placement all of the above will apply. In addition the employer will be asked to read and sign up to Ramsden Hall Academy's Child Protection Policy.