



Twyford
CofE
Academies Trust

Document Title	Work Experience Policy
Committee Responsible for Policy	Board of Directors (in consultation with Curriculum Committees)
Review Frequency	Three Yearly
Last Reviewed	October 2025
Next Review Due	October 2028
Policy Author	Headteacher (Ada Lovelace)

Assessment of the Impact of a Policy on Equality & Diversity

Policy: Work Experience Policy	
Impact assessed by: Richard Lane	Date: 26/9/2025
1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else? <i>Pupils from protected groups may not have the same opportunities to engage in work experience as their peers.</i>	
2. How would this be evidenced? <i>Reviews of work experience undertaken</i>	
3. What is the impact of the policy and latest changes on people with protected characteristics?	

Protected Characteristic	Impact before change*	Impact after change*	Comments
Age	Neutral	Neutral	
Disability	Neutral	Neutral	The policy helps neutralise what might otherwise be disadvantage
Gender Reassignment	Neutral	Neutral	The policy helps neutralise what might otherwise be disadvantage
Marriage and civil partnership	Neutral	Neutral	
Pregnancy and maternity	Neutral	Neutral	
Race	Neutral	Neutral	The policy helps neutralise what might otherwise be disadvantage
Religion of belief	Neutral	Neutral	The policy helps neutralise what might otherwise be disadvantage
Sex	Neutral	Neutral	The policy helps neutralise what might otherwise be disadvantage
Sexual orientation	Neutral	Neutral	The policy helps neutralise what might otherwise be disadvantage

* Positive/Negative/Neutral.

4. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy and latest changes pass or fail this test?

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 1 week in summer term of year 12) to help inform their future study and career plans. For T-Level students at Ada Lovelace CofE High School, industry placements are a compulsory part of the course and last a minimum of 9 weeks (which may be split between two employers). 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 for normal work experience. Where expenses are incurred there should be an agreement with the school as to how these costs are to be covered;
- For T-Level industry placements, employers may choose to pay students as this is permitted by the course (see <https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450119826-Making-payments-to-industry-placement-students>);
- 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](#)).
- All employees must complete T-Level placement form (Annex D)

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.

Further guidance on T-Level industry placements can be found here <https://www.gov.uk/government/publications/t-level-industry-placements-delivery-guidance>.

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 or left on their own with under 16 year olds ; 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 Guidance Young People and Work Experience](#)

HSE: Work Experience

[HSE: Work Experience](#)

T-Levels: <https://www.gov.uk/education/t-levels>

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 confirm I have or have not 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)
- Please note as part of our work experience week students on placement are visited by a member of the staff team to see how their experience has been and to check in with you, the employer. These visits are brief but it is always a rewarding exercise.

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 6th – Friday 10th July 2026.

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/carers:

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

*The equivalent of these two forms are now sent via Microsoft forms online to parents and employers

Annex D: T-Level Industry Placement Form for Employers to Complete

Dear Employer,

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

- I have appropriate insurance to cover work placement 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.
- I have an appropriate risk assessment in place for all persons working in the company / building and will email a copy of this, when requested.

Please Note: as part of the T Level placement, a member of staff will visit the student in order to check their progress and to help set targets for them in coordination with their mentors.

Name of Company / Organisation

Building Name/Number

Address Line 1

Address Line 2

Town

County/Region

Line manager / lead contact name:

Line manager / lead contact email

Line manager / lead contact phone number

Agreed work pattern (i.e Mon-Fri 09:00-17:00)

Appropriate dress code for the workplace:

- ☐ Smart (suit/similar)
- ☐ Business/Smart (smart shirt / jeans)
- ☐ Smart/Casual (jeans & ironed polo / similar)
- ☐ Other (please clarify)

Role title of the student

Three main activities in the placement – this is what the student will be assessed against meeting (ie, support the software development team, on a regular basis, to interpret simple software design for discrete components of a project’:

Do you understand and agree to the above terms?

Employer’s Liability Insurance number

Employer’s Liability Insurance expiry date

*sent to Employers via Microsoft form.

The following example Industry placement agreement contract is to be signed by students and sent via email to parents

T LEVEL INDUSTRY PLACEMENT AGREEMENT

Parties to this agreement:

Education provider: Ada Lovelace CofE High School

Employer:

Student:

Parent/carers (where applicable):

Industry placement description

Dates of the placement: *From*

Address of workplace:

Working pattern (weekly hours, start and finish times):

Workplace line manager name:

Workplace line manager contact number:

Provider main contact number:

Employer has relevant risk assessment:

Employer has relevant liability insurance:

Liability insurance policy number:

Liability insurance expiry date:

Frequency of communication

How often/how will the education provider, student and employer communicate?

The education provider and employer will be in regular contact (weekly / more where necessary).

The education provider will visit the students at the placement at least twice.

The student will be able to contact teachers / HOY at any point for support.

Appropriate dress code (business attire/dress and PPE)

What clothing and footwear that is appropriate for workplace and this nature of work?

Business casual - trousers, jeans, shirt, polo shirt, blouse, skirt or dress

Student roles and responsibilities

Industry placement aims and objectives

1	You understand the industry placement is an important part of the T Level and that you must demonstrate sufficient progress towards your learning goals; work directly to an external employer; and complete the minimum number of placements hours in order to complete your placement
2	You agree to the set of learning goals that you will work towards during your placement
3	You understand that your progress will be reviewed against the technical and behavioural standards outlined in the progress indicators
4	You understand that it is important to complete your industry placement alongside all other T Level components to be awarded a full T Level Certificate
5	You will ensure that your behaviour and attitude whilst on placement always meets the expected standards (see below)
6	You will endeavour to complete all tasks and activities to the best of your ability
7	You will maintain a positive attitude, be open to learning and feedback and make the most of the placement opportunity
8	You are aware of the repercussions if you do not meet the roles and responsibilities in this form and demonstrate appropriate the behaviour and work ethic whilst on your placement

Professional behaviour and attitudes you need to demonstrate in the workplace

NB: these are based on the behaviours set out in the progress indicators

Display professionalism

1	Are courteous and respectful to other staff and members of the public
2	Have good attendance and time keeping
3	Are calm under pressure
4	Are reliable, and contact your manager immediately and directly if you are unable to attend work due to illness or another reason
5	Are enthusiastic and interested in your work
6	Do not get distracted by personal issues or your mobile phone whilst at work, and only use your phone during formally recognised breaks or in an emergency
7	Always adhere to organisation policy and procedures, including around health and safety, equal opportunities, equality and diversity, appropriate IT use, disciplinary procedures, and acceptable behaviour
8	Maintain confidentiality regarding any of the information you access whilst on your placement. This includes not gossiping and keeping confidential any personal information that work colleagues share with you

9	Do not do anything which may bring you and/or the education provider into disrepute i.e. which would negatively affect the reputation of you or your education provider
10	Dress appropriately for the employer's work environment
Produce results	
11	Complete your work to an agreed standard, with very few or no errors
12	Are organised, plan your work effectively, prioritise tasks, work independently as needed and meet deadlines
13	Always ask for support or clarity if you are unsure of what you need to do
14	Want to learn and develop your skills
15	Want to receive feedback and act on any feedback given
Work well as part of a team	
16	Build good relationships with your colleagues, understand what your role in the team is and show a positive attitude to working as part of a team
17	Treat all colleagues with respect
18	Listen effectively to different points of view and respond in a professional way
19	Are a supportive team member, proactively offering help and support to the team
Communicate appropriately	
20	Use a polite and professional tone and language when communicating with colleagues and customers
21	Produce clear, well written work which uses the right tone for the audience, and has very few or no mistakes
22	Share your thoughts and present your ideas clearly
23	Follow instructions and listen carefully to what you need to do
24	Use positive and open body language, including maintaining eye contact, to show that you are approachable and ready to listen
25	Are confident to check your understanding of tasks you've been asked to do, and ask for clarification as needed
Take responsibility for your actions	
26	Are open to feedback and act on feedback given
27	Are honest if you make a mistake and seek to learn from them, so it doesn't happen again

Health and Safety conduct

1	Complete the employer's induction programme and any important training they ask you to do
2	Act in accordance with all the employer's health and safety rules, policies and procedures

3	Report any accident or injury immediately and recording the details in the accident/incident book
4	Keep your provider informed of any changes, issues or incidents which arise in connection to your placement

Time keeping, student logbook and keeping in touch

1	Attend the workplace at the times stated in the agreed working pattern, and take the agreed duration for lunch
2	Contact your manager directly if you are unable to attend work due to illness or another reason
3	Keep your timesheets up to date and get them signed off by the employer to ensure they are an accurate reflection of your time spent in the workplace
4	Arrange appointments such as doctor/dentist appointments, outside of the placement, wherever possible, and will agree in advance with the employer and your education provider if you need to attend any appointments for anything unforeseen during your placement
5	Complete your logbook regularly to track your placement activities and progress towards your learning goals and share it with the employer and your provider for them to sign off
6	Attend regular one-to-one meetings with your line manager or supervisor at the employer, and will attend regular catch-up calls or meetings with your contact at the education provider, to discuss your placement experience and will keep them informed of any changes, concerns, issues or incidents that arise in relation to your placement
7	Attend all the formal review meetings whilst on the placement and know that at the end of the placement, as part of the final review meeting, you will need to reflect on your progress against your learning goals

I have read and agree to the content of this agreement and I will act in accordance to the responsibilities and behaviours outlined above during my industry placements.

I understand that failure to act in accordance with these responsibilities may result in disciplinary action and/or withdrawal from placement.

Student's signature:

Date

Parent/carers signature (as appropriate):

Date

Provider's and employers' roles and responsibilities

In order to support the student on the industry placement, providers and employers will meet all their roles and responsibilities in delivering the industry placement, at each stage of the placement, as outlined in the Department for Education's T Level industry placements delivery guidance.

I agree to adhere to the responsibilities set out in the Department for Education's T Level industry placements delivery guidance.

Authorised and signed on behalf of the **provider**

Print name:

Position:

Date:

Address:

Tel:

E-mail:

Authorised and signed on behalf of the **employer**

Print name:

Position:

Date:

Employer Address:

Tel:

E-mail:

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In addition to the above the following Microsoft placement consent is sent to parents to sign.

MASTER (Company name) - Year 13 Work Experience Placements Consent Form

- Monday 15th September 2025 - Friday 24th October 2025
- Please ensure this form is completed by Friday 12th September 2025

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.

Please note we will be contacting all employers as part of our safety checks before any placements commence.

I acknowledge that the dates of my child's Work Experience are Monday 15th September 2025 - Friday 24th October 2025.

By signing this you agree to help support them to achieve the goals and standards as laid out within the contract.

Kind regards,

Mr Knox

* required

Student Details

1. First Name of Student *

2. Surname Name of Student *

3. Age of Student *

4. Tutor Group *

☐ 13A

☐

5. Question Parent/Carers - Full Name

6. Parent/Carers - Email Address

7. Parent/Carers - Phone number

8. Photo/video permission form for the Trust Schools websites (including social media sites platforms and publications) *

☐ I give permission

☐ I do not give permission

9. My child and I have read and agreed to the terms of the T Level industry placements agreement: *

☐ I agree

☐ I disagree

10. Please select yes below to act as your signature to the T Level Company name Laboratory Placement agreement: *

☐ Yes

☐ No