

Roundwood Park School



Work Experience Policy

December 2013

Standards & Curriculum Committee

Introduction

Work experience is a very important part of our curriculum. It provides our students with a real insight into the world of work. It also presents them with a first-hand opportunity to develop the skills they will need to work successfully in the workplace in the future. We believe it will help our students to appreciate the relevance of their school-based studies and aid them in their future career planning.

It is our intention that every student should complete a one week period of work experience (5 school days). The period of work experience will take place during the time a student is in Year 10.

Organisation of Work Experience

The school employs a Work Experience Co-ordinator to oversee and organise work experience. The Work Experience Co-ordinator will liaise with the Assistant Headteacher with oversight of careers to manage this role.

The school will work in collaboration with Herts Chamber of Commerce (local EBP) who will supply a number of placements for students.

The school also encourages students to source their own placements.

Vetting Employers, Visits, Health and Safety and Insurance

Taking into account current guidance from HSE and the Department for Education

Where the placement is sourced by the student/parent (a private placement) the Work Experience Co-ordinator will undertake the tasks of vetting of employers, checking health and safety at the placement, checking an employer's insurance cover and checking that the experience will be suitable and meaningful for a young person.

The Work Experience Co-ordinator (who is Institute of Occupational Safety and Health qualified) will, using the information gathered on the Work Experience Referral Request Form, make a judgement as to the appropriateness of the placement and potential risks posed by the placement.

If it is felt necessary, a Health and Safety visit will be undertaken but all placements will be contacted by telephone to verify the information and check the placement's suitability.

The Work Experience Co-ordinator, in consultation with the Head of Inclusion, also has a duty to make the employer aware of any disability or special needs of the student attending the placement so they are able to make adequate provision for the student.

Status of students whilst out on Work Experience Placement

Students on work experience have the same status as employees under Health and Safety at Work Act 1974, and employers have a general duty (under Section 2) to ensure their health, safety and welfare. Section 7 of the Act places a duty on employees, including students on work experience, to take reasonable care for the health and safety of themselves and anyone else that may be affected by their acts or omissions.

Master Checklist

A 'master checklist' of the main requirements of work experience will be produced and completed by the Co-ordinator for each period of work experience. This list will include checks that the following documents/tasks have been completed properly:

1. Permission for students to take part in Work Experience Form (signed by all Parents/Carers)
2. If the placement is 'A Private Placement' organised by the parent/carer a completed 'Work Experience Referral Request Form'
3. On receiving the 'WEX Referral Request Form' either a completed Telephone Check Form or a Health and Safety Visit Form for each privately organised placement.
4. Where the student selects a placement from the Herts Chamber of Commerce website, the company will follow their own guidelines to check the placement.
5. A job description for the work experience placement to be sent to the parents/carers with accompanying letter making parents/carers aware of their and the students' responsibilities concerning WEX.

In general, a student will not be allowed to start work experience until these checks have been completed and the student can therefore be 'signed-out'. In situations where the checks are incomplete for a student, the Headteacher may give his/her permission for the student to commence work experience, if and only if, the Headteacher is certain that the circumstances at the placement are sound and provide a safe and secure environment for the student in every respect.

Teacher Visits

The school will visit or contact by telephone its students while they are at their work experience placement.

These visits will enable the school to check on the welfare of students and to collect information about the suitability of the placements, particularly in terms of its impact on student learning.

Parents/Carers Meetings

The school will hold a meeting for parents/carers to explain the school's beliefs about work experience and the organisation involved in securing work experience placements for students.

For the students, the school will run a one day work shop as part of the PSHCE programme which will cover areas such as team building, interview skills, CV writing and Health and Safety in the work place.

The students will also have a preparation session before they go out on WEX where they will work through sections of the 'WEX Diary'.

When students return from WEX they will go through a debrief session to assess the benefits of their WEX placement.

Feedback and Evaluation

Each year the school will evaluate the impact of work experience on student learning.

Information for this evaluation will be collected in part from students and employers and other interested groups. The school will ensure that any important/useful feedback from the evaluation process is used in subsequent years to continue to improve policy and practice in the area of work experience.

Troubleshooting

The school's Work Experience Co-ordinator will, in the first instance, be responsible for resolving any problems or difficulties that arise during the period that work experience runs, i.e. from planning through to evaluation. The Co-ordinator will be required to refer any serious or significant problems to her SLT Line Manager or Headteacher as appropriate. Employers, parents and students will be given the name and contact details (school based) of the Work Experience Co-ordinator.