

COGNITA

Work Experience Policy



DOWNSEND
SCHOOL

September 2021

1 Overview

- 1.1 Although work experience is no longer compulsory we recognise the positive impact the opportunity has on students. In our school, work shadowing is seen as an integral part of the careers education programme. It provides students with an opportunity to increase their awareness of the working world, develop their personal skills, build confidence and self-esteem and widen their horizons.
- 1.2 All students in Year 10 will be given the opportunity to experience a work/shadow work placement in the Summer term for 2 days, providing the placement has been subject to checks and approved for suitability.
- 1.3 In our school work placement checks are carried out by the HR Manager and Head of Year 10 (SW and JHa) in line with statutory and safeguarding guidelines outlined/required by e.g. the Education Business Partnership/Changing Education
- 1.4 Students need to be reminded that the purpose of work experience is to offer an insight into the world of work and, whilst it may be desirable, it is not always possible to find a work placement that is directly relevant to their employment aspirations.

2 Roles and Responsibilities

- 2.1 The Head of School, Head of Year 10 and the Senior School Leader of Enrichment work together to arrange work experience. The Head of Year provides overall management of work experience, is the link with teaching staff ensuring they know their roles and responsibilities, ensures students have covered health and safety preparation, checks students have appropriate placements, provides information to parents and supports the Careers/PSHE co-ordinator with any problems arising during the week.
- 2.2 The Head of Year 10 and Head of PSHE writes careers lessons preparing students for work experience as part of the PSHE programme, supports students in finding placements, liaises with the Education Business Partnership to ensure all placements have been fully checked and approved for suitability and deals with problems that arise during the week.
- 2.3 Senior School teaching staff and form tutors deliver PSHE/careers lessons preparing students for work experience and monitor students in their tutor group while on placement.
- 2.4 Administration support from the Senior School administrator – produces the letters and other literature to support work experience

3 Work Experience Working Practice

- 3.1 Work experience is organised within school following National DfE statutory guidance and Surrey LEA Policy Guidelines.
- 3.2 Students can choose to undertake two days of work experience in the Summer term of Year 10.
- 3.3 Preparation for work experience takes place in PSHE lessons and form times during Year 10 as well as during assembly.

- 3.4 Students are encouraged to consider their work placement preferences along with liaison with the school DPA and are given advice to ensure that their placement is a suitable and compliant option. Preparation also covers what constitutes appropriate behaviour; dress code, punctuality; the importance of observing Health and Safety guidelines appropriate to their particular placement and what to do if there is a problem.
- 3.5 Support is available in school from Head of PSHE for any student having difficulty in finding a placement. All placements have to be approved by The Education Business Partnership for suitability.
- 3.6 All students regardless of culture, gender, ability social background or physical ability must have equal access to work experience and to all available placements. However, health considerations and disability may make some placements unsuitable for some students. A student's medical condition should be taken into consideration prior to organising a work experience placement.
- 3.7 The Head of Year 10 has the final responsibility for ensuring students are matched to an appropriate placement and for consulting with the DSL and SEND Coordinator where necessary. Any additional support needs identified should be discussed directly with the employer and, if relevant, an EHCP sent with student/parent permission.

4 Parents and Carers

- 4.1 Once a suitable placement has been found parents/carers need to be given written details of the placement including the type of work to be undertaken.
- 4.2 Permission needs to be gained from parents/carers before the student goes on the placement.
- 4.3 Students are expected to take responsibility for their own travel to and from the placement

5 During the Placement

- 5.1 It is considered good practice for tutors to contact the employer by visit or phone to check on student progress.

6 After the Placement

- 6.1 Students are involved in a de-brief after work experience during their form times and PSHE lessons. They will complete an evaluation questionnaire of their experiences and are supported in writing a letter of thanks to the employer.

7 Other Opportunities

- 7.1 In addition to the opportunities provided by the school, students can also develop their employability skills by undertaking a range of activities outside of school. These could include part-time jobs, community/voluntary work, participation in Cadets, Scouts, Duke of Edinburgh Award etc..

8 Supporting Documentation

- [Keeping Children Safe in Education](#); Work Experience - para 141 (as amended from time to time)

There is the DFE Careers guidance and access for education and training providers - July 2021. [Careers guidance and access for education and training providers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/94422/careers-guidance-and-access-for-education-and-training-providers-july-2021.pdf)

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Related documentation	Relevant safeguarding regulations and guidance