



# Work Experience Policy

## September 2018

*Office use*

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| <b>Associated documents:</b>        |                                       |  |  |
|                                     |                                       |  |  |
| <b>Links to:</b>                    |                                       |  |  |
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## **1. Rationale**

All students who are eligible to participate in Work Experience are encouraged to sort a placement themselves, with the support of their parents/carers. An introductory letter is given to parents at the start of the academic year, to introduce the concept of Work Experience and guide them in their responsibilities and the expectations of their children, by the school.

Work Experience is one of the most important link activities between employers and academies and is designed to develop employability, enterprise and key skills allowing students to demonstrate their potential to future employers or universities. It may also help to focus students' direction for the future, as they are expected to seek meaningful employment which is directly influenced by their career aspirations.

At East Leake Academy we feel strongly that no employer will engage in the Work Experience Programme unless they have the appropriate cover under the Employer's Liability Insurance Policy. Even if the student is related to the owner of the business and parents have made these arrangements, we will check the Employer's Liability Insurance before confirming the placement. Students will not be allowed out to attend a placement, unless this has been confirmed.

## **2. Action Plan**

At the start of every year an Action Plan will be produced to give monthly targets for the Work Experience Coordinator and tutors to identify specific students who may need extra support, including students with Special Educational Needs. Work Experience Student Workshops will also be provided for the whole year group, as well as producing a time table for drop in sessions to support the process of finding a suitable placement.

A meeting will be arranged with the academy's SENCO to discuss if any relevant information should be given to placements in case of Special Educational Needs or particular Health and Safety requirements. This information is designed to maximise the value of student's experience whilst on placement. This will allow the necessary support to be clarified by the identified member of staff responsible for the student whilst at their place of work. No personal information will be shared by the academy with a placement, unless the parent of the student has agreed. This is in accordance with the Freedom of Information act.

Once a placement has been identified by the student and the academy has received a Parent Consent Form, the Work Experience Coordinator will make contact with the placement. This will allow the school to identify the person who will have responsibility for the student at that placement. A DBS check is not normally needed, even if the student will be spending a lot of time one to one with the employer. A DBS is only normally required if the student is working fifteen days in a term at the same place of work, and as ELA students will only be attending placements for a week, this should not be necessary. However, if a student has been identified as vulnerable, or the SENCO has identified extra support maybe needed, the academy will discuss the need for further checks to be carried out by the member of staff at the placement.

If more than one student has organised Work Experience at the same location, a discussion will take place between their tutors, the Director of Post 16 Studies and the Work Experience Manager. This meeting will ascertain whether there could be potential issues with these two students working at the same location. (This could result in poor behaviour, or a negative attitude, which could damage relations between the school and placement, or cause Health and Safety issues) This will clarify expectations with regard to conduct to ensure that students are fully aware of their responsibilities.

### **3. Preparation**

Pre-placement sessions will be carried out by the Work Experience Manager and the Work Experience Coordinator throughout the year to support the students and equip them for their time at a placement. These sessions will start in September where Work Experience is first discussed with the students, and the importance of finding an appropriate placement is emphasised. Letters to parents will be handed out at this point as well as Parent Consent Forms. The Work Experience Manager will be invited to Sixth Form assemblies throughout the year to keep students focused on finding a placement in the designated time frame, as sufficient time is required for all of the checks to be carried out and completed.

### **4. Child Protection**

The appointed person for child protection in the academy will write to all proposed placements to give clear guidelines and expectations in case there is a cause for concern related to safeguarding, while an East Leake Academy student is with them on placement. The letter will also give clear instructions as to who to contact at academy to discuss any concerns they may have throughout the week.

Before the students are due to attend a Work Experience placement, a booking system will be available for staff to arrange site visits. All teachers, especially Post-16 tutors will be invited to indicate which students they will be visiting. If a student's placement is out of area, then the teacher may decide that a phone call will be made, to check that everything is satisfactory and the student is safe. The performance/experience feedback page of the student's diary will be filled in by the student with the support of staff visiting or calling.

The appointed person for Safeguarding in school will give clear guidelines to the students whilst on Work Experience, at a pre - placement session. They will discuss the dangers of social media, how students can keep safe and the importance of not discussing employers on social media. They will also identify the importance of not giving their information to people working at their placements. There may be serious implications if contact is made with students outside of normal working hours.

### **5. Final Student Support**

A week before students go to their placements, a session will be organised where Work Experience diaries will be issued. The Work Experience Manager and the Work Experience Coordinator will work through this diary explaining its contents, outlining students' responsibilities whilst on placement. Students are encouraged to ask questions, to support their understanding of the information and relay any worries. Sections in the diary are also identified for the students to complete as part of their experience where skills, personal development and achievements are described.

A 'ten top tips' card will also be given out to all students which gives easy to understand information that may help a student whilst on placement.

At the end of their Work Experience week, all students must bring their diaries to their first meeting with tutors, where they will reflect and evaluate their experience. They will look at whether they still feel they have chosen the correct career path for the future, what have they discovered about this particular career path and what questions have been answered. They are required to evaluate their week by writing at least one A4 side in their diaries for self-reflection.

## **6. Reviewing - informing future best practice**

A Work Experience report will be produced by the manager and coordinator once the placement is complete, to evaluate the quality of the placements chosen by the student. This will be judged on the support given to students by the placement, the type of activities that were undertaken throughout the week and the feedback given by the students in their diaries. Staff who visited the students on placement will be asked for feedback; this information will be added to the evaluation of each placement which will then be used to support the following years Work Experience.