



St Mary's CE High School

We believe everyone is equal: everyone deserves the best

Work Experience Policy

Policy agreed: Autumn 2023
Date of Next Review: Summer 2026

"Our vision, as a school with a Christian ethos, is founded on The Parable of the Sower, where

***Through God's love, we are the rich soil where seeds flourish and roots grow,**
based on the Parable of the Sower, Mark 4: 3-9*

*This underpins our motto, **We believe everyone is equal, everyone deserves the best,** and is key to what we do. We believe that we are all equal, irrespective of our background and beliefs. We provide a safe, nurturing environment in which we can all flourish. We have the very highest aspirations for our students, their families, our local community, and ourselves, and want nothing but the best. We challenge students by having a rich and exciting curriculum provision and by making learning practical, engaging and enjoyable. We enable students to succeed by providing the best possible personalised support."*

Nicholas Simms – Head Teacher

1. Rationale

At St Mary's we recognise the importance of preparing our students for the transition to the workforce. Work experience provides a valuable opportunity for students to develop employability skills, explore potential career paths, and gain practical knowledge in real-world settings. This policy outlines our commitment to promoting employability skills through work experience placements.

2. Objectives

The objectives of our work experience program are as follows:

- To enhance students' understanding of the world of work and different career options
- To develop students' employability skills, including communication, teamwork, problem-solving, and time management.
- To foster students' personal and professional growth by encouraging self-reflection and self-confidence.
- To provide students with an opportunity to apply academic knowledge in practical contexts.
- To establish partnerships with local businesses and organisations to facilitate work experience placements.

3. Eligibility and Application Process

3.1 Own Placements

- All students are actively encouraged to find their own placements within specialised workplaces or geographical areas.

3.2 Link2 Placements for Year 10 Students Only

- Students interested in selecting a placement provided by Services for Young People will be given individual login details to access the Link2 placement database
- Students are asked to make a first, second and third choice of placement. In the event of more than one application per placement, the school will decide which placement will be allocated to the student based on a number of factors, such as distance to the placement and suitability of the placement
- Every effort will be made to ensure that all students receive one of their three choices of placement, and where this is not possible, an alternative placement will be agreed between the student and the school's Careers Lead.
- When a student has been allocated a placement a parental agreement form will be sent home with your son or daughter; this needs to be returned the next day so that we can then send the employer their agreement form. Failure to return the Link2 parental agreement form quickly will mean the placement may be offered to another student who had also requested the same placement.
- The placement will not be confirmed until the employer has returned their agreement form.
- The school will work closely with students, parents/carers, and external partners to identify suitable placements that align with the student's interests and career aspirations.

3.3 Unifrog Placements Tool Year 12 Students Only

Once the student has secured a placement and it has been confirmed the following course of action will take place via the student's Unifrog Account under the Placements tool:

- The student will complete the 'Student Initial Form'. On this form the student will have the opportunity to advise of any medical conditions or needs the student has.
- Unifrog then contact the Employer Placement directly prompting them to complete the 'Employer Initial Form'. This form details the employers contact information, the students working hours, a description of what the student will be doing, workplace location, contact information, dress code and whether any PPE will be required. This form also requests confirmation of the employers Liability Insurance certificate number, their Risk Assessment information and questions relating to safeguarding, specifically whether the student will ever be left alone with one employee.
- Once the Employer Placement has filled in this form they will send a copy of their Insurance Certificate and any other additional documentation to the school.
- Unifrog then email the parent/carer requesting them to review the employer form and provide their consent to allow the placement to go ahead.
- Once the parent/carer has given their consent for the placement to go ahead, the Careers Leader will review the information provided and give the school's permission for the placement to go ahead. The Careers Leader will check that all Employer Liability Insurance is in place and is up to date, and that any necessary Risk Assessments or DBS certificates are in place.

4. Duration and Timing

- Work experience placements will typically take place for a period of one week
- The timing of work experience placements will be determined by the school in consultation with Services for Young People, taking into account the academic calendar and other factors.

5. Preparation and Support

- Prior to the work experience placement, students will receive comprehensive guidance and support to prepare them for the workplace.
- The school will provide workshops or training sessions to develop employability skills such as CV writing, interview skills, workplace etiquette, and health and safety awareness.
- Students will be encouraged to research and learn about the organisation they will be placed with to gain a better understanding of its industry, values, and expectations.
- Students will have access to a designated staff member who will act as a point of contact for any questions, concerns, or issues related to the work experience placement.

6. Monitoring and Assessment

- The Careers Lead, in collaboration with the placement provider, will monitor and assess the student's performance, professionalism, and commitment to the placement.
- All staff who teach Year 10 have a responsibility to undertake welfare visits of students at their placements in lieu of the time they would otherwise have spent with year 10. If staff are unable to make an in person visit, they are to make a well-being phone call to the placement employer
- Students will have an opportunity to reflect on their work experience and share their learnings through a work experience journal, a written report, or other appropriate means.

7. Health and Safety

- The school will ensure that all work experience placements comply with health and safety regulations.

- Students will receive guidance on health and safety protocols, emergency procedures, and any specific requirements related to their placement before the placement begins.
- The school will maintain communication with placement providers to address any health and safety concerns promptly.
- Students and parents are to ensure details of any medical condition or allergies are noted on the work experience forms. It is the responsibility of the school's Careers Lead to ensure medical conditions are passed on to the employer and all documents are received before the placement can go ahead.
- All students are responsible for making themselves aware of the health and safety procedures of their particular placement, and for recording any accident which may happen during the placement. Employers are responsible for adhering to the health and safety policies of their organisation

8. Evaluation and Feedback

- The school will seek feedback from students, placement providers, and parents/carers to continually improve the work experience programme.
- Students will have the opportunity to evaluate their placement experience, provide suggestions for enhancement, and offer feedback on the support provided by the school.
- All feedback is analysed and the responses provided are used in the planning and implementation of the work experience programme for the following year

9. Confidentiality and Data Protection

- The school will ensure that personal information and data collected during the work experience program are handled in accordance with relevant privacy and data protection laws.
- Consent will be obtained from students and parents/carers for the sharing of necessary information with placement providers.

10. Equality Provision

- Pupils with special educational needs (SEN) will be given special consideration and guidance when choosing a placement. Any details of relevant special educational needs will be forwarded to Employers, and if necessary a phone call will be made to discuss the possibility of special provision during the placement.
- The school monitors the quality of placements offered to students from deprived backgrounds to ensure they are not unfairly disadvantaged.

11. Approval and Review

This policy will be periodically reviewed and revised to ensure its effectiveness and alignment with evolving best practices and legislation. By implementing this work experience policy, we aim to equip our students with the necessary employability skills, support their career exploration, and contribute to their future success in the workforce.

Approved: pending, by Governors at Curriculum and Standards Committee

Next review: September 2026

Signed:

Chair of Governors

Head teacher