

Work Experience Policy

Barr's Hill School



September 2020

Approved by: Chris Jupp

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This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

1. Introduction

Barr's Hill School are committed to ensuring all of our students have opportunities to access a high quality, relevant and inspirational careers information, advice and guidance (CIAG). The Gatsby Benchmarks for Good Career Guidance are used as a framework to guide all CIAG activity and support us in 'Building Brighter Futures'.

Experiences of workplaces and encounters with employers are integrated throughout our CIAG programme, providing students of all ages with real insight into industry and presenting them with first-hand opportunities to develop the skills they will need to successfully transition to the world of work, higher education or apprenticeships and succeed in their chosen pathway. Opportunities provided to Barr's Hill Students activities include, work experience placements, internship/s, employer insight days, employer led projects and mentoring as well as specific programmes to enable SEND students to prepare for adult life. Additionally, all students have access to our annual Careers and Pathways Fair, providing the opportunity for them to meet employers and employees from a wide variety of sectors.

2. Period and timing of Work Experience

It is Barr's Hill School's intention for every P16 Select student to complete a minimum period of a week of work experience by the end of year 12. To help enable placements to take place, a dedicated week will be allocated within the P16 Select student calendar during each academic year. Should exceptional circumstances prevent placements from taking place, we will aim to accommodate them elsewhere to help ensure no student misses out on the experience.

3. Organisation of Work Experience

The school collect intended post-18 destination data from all year 12 students during the spring term. The data collected also includes information about the type of work experience placement each student would like to obtain and how it relates to their intended pathway. Using this data, the school's Careers Officer and P16 Hub oversee the process of ensuring all Year 12 students successfully complete a high quality placement with a suitable employer.

With guidance and support from school staff, all students are encouraged to proactively search and apply for their own placements. Using our network of employers, Barr's Hill School will share a selection of placement opportunities to students, who may or may not choose to apply for them. In most cases, once suitable placements have been found, we work with both students and employers to arrange pre-placement interviews.

The school believe the above arrangements benefit students by providing them with a realistic experience of applying for work and a chance to assess the suitability of a placement prior to starting, through the interview process. The process empowers

students to make their own decisions about which offer to select, encouraging proactivity and independence. It also aids development of communication skills through encouraging formal, professional communication with employer – all vital skills for later life.

Barr's Hill School reserves the right to withdraw students prior to or during a placement if there are significant concerns relating to the suitability of the placement.

4. Work Experience Form – Employer Checks

The school will produce a 'Work Experience Form' (See Appendix 1) that must be read and signed by the following parties prior to the placement start date: the employer, parent(s)/guardian(s), the student and the school.

The form enables important information to be obtained and necessary checks to be completed prior to a placement taking place. This includes, assessing that appropriate insurance is in place, risk assessments have been carried out and that all parties have agreed to the conditions and aims of the experience.

The school's Careers Officer and P16 Select Hub will oversee completion of the form and it will be approved by a member of SLT. If a placement is deemed to be of higher risk or the student classed as vulnerable, then additional health and safety checks may be required and completed on a case by case basis.

The form needs to be returned to the school's Careers Officer and P16 Select Hub at last 6 weeks prior to the start of the placement.

5. Procedures and Processes

Barr's Hill School employs a full time Careers Officer who will be the first point of contact for all students and providers of work experience. The Careers Officer will work closely with P16 Hub team throughout work experience process.

An overview of the school's desired work experience process, leading up to the placement, have been outlined below:

1. Students discuss intended future destinations, placement options and employers who they may wish to approach with tutors.
2. Tutor reports information to Careers Officer and P16 Select Hub who assess placement suitability.
3. Year 12 assembly held, highlighting benefits of work experience, how to approach employers and outlining processes, including health & safety information.
4. Tutors continue to support students who are yet to find suitable placements, referring to Careers Officer, if/when necessary, to provide further support and explore placements with existing employer partners.
5. Student approach employers and request work experience opportunity with support and guidance from Careers Officer and P16 Select Hub team,

6. Tutors track and monitor outcomes of students' conversation with employers, updating Careers Officer and P16 Select Hub.
7. When placement has been found, details of employer are passed on to Careers Officer who sends Work Experience Form to providers.
8. Students continue to liaise with employer, arranging interview dates and times directly with employer.
9. Careers Officer supports pupils in need of interview preparation and practice.
10. Students complete interview.
11. Upon completion of successful interview, work experience form returned to Careers Officer. Once checked, form distributed to students for completion and parent/guardian sign-off.
12. Where a student has special educational needs, a disability, an illness or any other condition that might affect his/her wellbeing on work experience, the school will inform the employer of this condition. In each case, permission to disclose this information to the employer will be sought from the parents/guardians of the student concerned and the Headteacher.
13. Careers Officer and P16 Hub carry out final checks before passing to SLT member for final approval.

Please note that whilst the above provides an illustration of our desired work experience process, the school reserves the right to operate flexibly and deviate from this process, as appropriate, to ensure we do everything we can to ensure high quality work placements take place for all students.

During and post-placement processes:

- Any problems that arise during the placement on the part of either the student or the provider should immediately be referred to the school's Careers Officer.
- The school will contact all employers on the first day of placements to help ensure a smooth start.
- If students are ill during their placement they are required to ring both the school and the employer to notify them of absence.
- Employers will be asked to complete an end of placement review form that enables both constructive feedback to be given to students.
- Students will have the opportunity to discuss their placements with tutors and reflect on the benefits of the opportunity.

6. Troubleshooting

The school's Careers Officer will, in the first instance, be responsible for resolving any problems or difficulties that arise during the period that work experience runs. Significant challenges will be referred to Post 16 Hub team or Headteacher as appropriate

7. Appendix A – P16 Select Work Experience Form

Student Name:	Tutor group:	
SECTION TO BE COMPLETED BY EMPLOYER		
Company Name:		
Company address (including postcode):		
Name of employer contact:		
Job title of employer contact:		
Contact telephone number:		
Contact email address:		
Type of work to be undertaken/duties		
Agreed dates of experience:		
Company Insurance Details - <i>The following section must be completed</i>		
Do you have employer liability insurance?	<i>Please circle as appropriate</i>	
If yes, please provide us with a copy of your policy documents showing company name, policy number and renewal date.	Yes	No
Do you have public liability insurance?	Yes	No
If yes, please provide us with a copy of your policy documents showing company name, policy number and renewal date.		
Please answer the following questions about risk, health and safety information:		
Do you consider this placement to be of a high risk? (Examples of high risk placements include construction sites, agriculture and manufacturing, motor vehicle workshops & garages)	YES	NO
Do you employ people under the age of 18?	YES	NO
Have you had work experience students before?	YES	NO
Will your induction process include sharing of appropriate health and safety and risk management strategies?	YES	NO
Will there be adequate supervision of the student, including if the placement requires the student to leave the main premises?	YES	NO
Will there be times when the student is working with someone who is classed as a lone worker?	YES	NO

Will the work placement involve working with vulnerable adults/children?	YES	NO
Has the company been advised by the HSE not to take work experience students?	YES	NO
Do you wish to add further information you may feel is relevant:		
<p>Please provide us with general placement information that we can pass on to the student and their parent(s)/guardian(s):</p> <ul style="list-style-type: none"> • Dress code expected: • Working Hours: • Break arrangements: • Who to report to on first day: 		
<p align="center">SECTION TO BE COMPLETED BY ALL PARTIES – <i>Please confirm your commitment to ensuring this placement takes place successfully, by providing your name, signature and date below.</i></p>		
Name: Employer contact	Signature: Employer contact	Date:
Name: Parent/Guardian	Signature: Parent/Guardian	Date:
Name: Student	Signature: Student	Date:
<p align="center">SECTION TO BE COMPLETED BY MEMBER OF BARR'S HILL SCHOOL SLT</p>		
Placement approved by: SLT NAME	YES	NO
Further action required:		
<p>School contact details: Danette Matthews – Careers and Pathways Officer Tel: 024 7623 4600 ext 288 Email: matthews.d1@barrshill.coventry.sch.uk</p>		