

Statement of Policy for Work Experience Programmes for Pre and Post 16 Students

Work Experience is essentially a curriculum based planned educational activity for those students in their last 2 years of compulsory schooling and for those over the compulsory school leaving age. It should be a progressive experience through the 14-19 age range.

The overall aim is for students to gain an insight into the adult working environment, its disciplines and relationships.

Work Experience should not be aimed at job selection and employers should not use it for employee selection.

Planned as an integral part of the curriculum the major objectives will be concerned with developing students' personal, social and employability skills; promoting realistic aspirations, 'understanding' the strains and rewards of employment and giving relevance to other school based learning.

All schools have a clear policy for the curriculum context of Work Experience and other work related activity.

All schools should appoint a Co-ordinator(s) for Work Experience and related activities e.g. Work Related Learning and Enterprise.

Work Experience on employers' premises may be supported and supplemented by other Work Related Learning activities such as, work simulations, work observation, work visits and enterprise activities.

On site Work Experience (normally for a maximum of 15 working days) pre-16, should be preceded by thorough preparation, planning and briefing. During placement, students should be visited by an appropriate teacher or staff member and upon return to school the experience should be de-briefed and used to add relevance to the students learning.

There are additional opportunities for individual students to engage in extended Work Experience programmes in Years 10 and 11 (Key Stage 4) if they are participating in a vocationally related course.

Monitoring and evaluation of Work Experience placements and organisational arrangements will be carried out co-operatively between students, parents, teachers, employers and co-ordinating bodies.

All placements approved by the organisers will have a clear placement description and provide a variety of tasks for the student.

The authority would advise against students being placed directly with immediate family on Work Experience, since this would prohibit a true experience of employer/employee relationship.

No student should undertake a placement which might be unsuitable on medical grounds or for reasons of Health and Safety.

All placements should be made available to all students with the required abilities and interests and there should be no discrimination on the grounds of gender, ethnicity, sexuality or disability.

The organisers will co-operate with employers and schools in the planning of placements so that objectives and arrangements are agreed and understood.

Employers will be made aware of their responsibilities under the Health and Safety at Work Act (1974), the Health and Safety (Training for Employment) Regulations 1990, the Management of Health and Safety at Work Regulations 1999, the Health and Safety (Young Persons) Regulations 1997, the Equality Act 2010 and the Data Protection Act and GDPR Regulations 2018. In addition, employers will be required to provide adequate insurance cover for students.

Employers will be made aware of issues relating to child protection i.e. protecting all young people under the age of 18 against abuse and non-accidental injury, including the requirement for DBS checks where appropriate.

- Schools which organise their own work experience programme must provide Royal Greenwich Central Placement Service with a list of students On Roll at the start of the academic year in which the work experience is to take place.

Before any placement takes place, the employer will be required to sign a Letter of Understanding with Royal Borough of Greenwich.

Individual written informed consent from parents/guardians will be obtained before a student takes up a placement.

The Education Act 1996 as amended by the School Standards and Framework Act 1998 does not allow employers to make any payment to students, schools or the authority in respect of work carried out by students.

Schools will archive records relating to individual students Work Experience programmes until the student will have reached his or her 21st birthday. This is necessary because a student will have three years from the date of his or her majority (i.e., 18th birthday) from which to sue for a personal injury claim.

Before the start of their Work Experience placement every student will be made familiar with the Health and Safety Executive (HSE) Document “**Be Safe**” or similar depending on materials available from HSE or Department for Education (DFE).

Travelling expenses and the cost of meals **may** be reimbursed by the employer directly to the student; however, there is no requirement for them to do so. The costs are otherwise the responsibility of parents although schools may provide a support fund for cases of hardship.

The general responsibilities for work experience organisers, schools and colleges can be found in the DCSF document 'Quality Standard for Work Experience' 2008. Further advice is offered by DFE's in the Booklet 'Work Experience: A Guide for Secondary Schools' and Keeping children safe in education – statutory guidance for schools and colleges (DFE) should be followed. None of these publications have been removed, replaced or updated by the Department for Education.

The Health and Safety Executive (HSE) also offers guidance online.

Royal Borough of Greenwich has a named person in the post of Work Experience Programme Manager responsible for the co-ordination of Work Experience programmes operating in all maintained schools/units and training providers reporting to the Business Engagement Manager, Employment and Skills. The Work Experience Programme Manager is responsible for:

- Ensuring that legal and statutory responsibilities and policies for the services are delivered, regularly reviewed and updated; and for ensuring that that all necessary training of staff and providers is carried out in accordance with current legislation.
- monitoring/evaluating Work Experience programmes, to include regular audit of procedures used within schools
- providing training/briefing/written information as required for schools operating Work Experience programmes and for Royal Greenwich maintained schools receiving students on placement
- liaising on behalf of schools with legal/insurance/safeguarding other relevant agencies within Royal Greenwich
- producing annual statistical reports on Work Experience
- operating and maintenance of the Work Experience database containing details of all Work Experience placements undertaken in any one financial year, with archive records kept for a period of seven years. Records to include details of insurance, health and safety status of all employers
- ensuring appropriately trained staff carry out placement vetting including NEBOSH qualified staff member for High Risk placements in line with health and safety procurement standards (HASPS), and that placements are re-visited according to risk banding.