HAVEN HIGH

Work Experience Policy

Introduction

It is a government ambition for every young person to have access to two weeks' worth of work experience. It is not yet policy, the policy is under development, and the Department for Education (DfE) will share future timelines and expectations in the future. (Modern Work Experience).

DfE Expectations by Key Stage (KS)

Work experience is a core part of the statutory careers' guidance:

- **Key Stage 3 (Ages 11–14): Focuses on employer encounters, multi-day work visits, work shadowing, and virtual or in-person employer talks.**
- **Key Stages 4 & 5 (Ages 14–19): Progresses to direct, hands-on workplace placements (ranging from single days and weekly blocks to longer-term programs) as part of study programs.**

Meaningful work experience is:

- purposeful, substantial and offers challenge. It is relevant to a young person's studies and/or career aspirations.
- managed by a supervisor or manager. This ensures that students get a learning experience suited to their needs.
- structured to provide tangible outcomes for the student.
- Opportunity to interact and allow for questions and reflection

Our Aims

Work experience should:

- Enhance students' knowledge of the world of work.
- Develop students' employability skills.
- Provide an insight into the skills, qualities and attitudes required by sectors and employers.
- Provide opportunities for personal and social development – including self-confidence, self-awareness, time management, personal organisation, and resilience.
- Help prepare students for the world of work.
- Enable students to make cross-curricular links.
- Support the School's Careers provision.

- Provide students with an opportunity for self-evaluation.

Provision

Key Stage 3 – Encounters with the world of work will be logged and mapped to the Equalex Framework, using Compass Plus with the long-term development plan to ensure all students receive workplace encounters.

Key stage 4 - Students in Year 10 undertake a maximum 5-day external placement at a date/time set by the school. Students can access support from Careers whilst trying to identify and approach an employer. Parents are requested to support their children during this process.

The school will endeavour to be flexible in its approach to work experience, whereby if any opportunities arise outside of set dates and meet the young persons needs, then efforts will be made to secure that placement, whether it is in-person or virtual.

There are more details regarding work experience available on the school website under Careers education and Guidance.

Learners have access to resources on Unifrog to enable them to prepare for interviews and their first day on placement. Careers will deliver a Work Experience Assembly and a Health & Safety Assembly prior to going out on placement.

The school, using Unifrog will ensure all documentation is completed before the placement commences. During the placement a staff member known to the student will conduct an informal visit to ensure the student is content on placement, this can either be in person or a phone call depending on placement location.

Students are encouraged to think outside the box when arranging placements, consider wider family locations, opportunities. The school will authorise placements beyond immediate town and Lincolnshire if the necessary extra checks are fulfilled. The student must provide a named contact, address, telephone number and email address of where they will be staying during the placement week. Any associated costs with placements, travel, food, accommodation will not be the responsibility of the school and must be provided by the family.

Virtual Work experience – Opportunities to undertake virtual work experience, in school, will be offered either instead of traditional placement (to meet student need, personal circumstances) or in addition throughout the school year, if appropriate.

Management and Coordination

Approval of work placements is the responsibility of the school, and the school manages all documentation for placements. To enable timely and effective communication with parents, employers, learners and staff the school will utilise the Placements Tool on Unifrog.

National legislation from the HSE and the DfE will be followed to ensure the health, safety and safeguarding of students whilst on work experience. The school only authorises placements which have met all our safeguarding requirements.

Safety Considerations

The HSE guidance for work experience and placements is invaluable and should be shared with staff and placement providers. It can be found at Young people at work - work experience - HSE

Considerations for School

The HSE state that "[For] those organising placements, [they] should simply ask sensible questions, in proportion to the level of risk, to satisfy themselves that those arrangements are in

place. They should not be second-guessing employers' risk assessments or requiring additional paperwork. This means that schools do not need to complete extensive health and safety checks or risk assessments of their own, nor do they need to hire third parties to do so." HSE Guidance on Work Experience.

Considerations for the Placement Provider

Under HSE guidance (the Health and Safety (Training for Employment) Regulations 1990), students on work experience are treated as employees for health and safety purposes. The placement provider has the same duty of care to the students as it does to its own employees. The provider must ensure that any young person on placement is protected from any risks which are a consequence of their lack of experience or an absence of awareness of existing or potential risks or the fact that a young person has not fully matured. An employers' existing workplace risk assessments may already cover the risks that work experience students may be exposed to. Their existing Employer's Liability Insurance will cover such placements.

For self-employed businesses, in law, it is not a requirement to have Employer Liability Insurance, however as a school and for safeguarding we will not authorise a placement without this insurance is in place.

Assessing the Risk

Employers are required to have risk assessments for their employees, although small employers (with fewer than five employees) do not have to have them written down.

We will ask placement providers to carry out an appropriate workplace induction, which may include undertaking the risk assessments with students, in accordance with the HSE guidance:

- For placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the student, we consider that existing arrangements for other employees should suffice.
- For environments with risks less familiar to the student (e.g. in light assembly or packing facilities), we will ask the placement provider to plan to manage the risks. We consider this should include induction, supervision, site familiarisation, and any protective equipment needed.
- For a placement in a higher-risk environment such as construction, agriculture and manufacturing we will ask the provider to consider what work the student will be doing or observing, the risks involved and how these are managed and to satisfy themselves that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice.

In addition to this, we will ask that the risk assessments consider the student's potential inexperience, lack of awareness of risks and their stage of development. Where it is appropriate to do so, relevant information (such as a care plan) may be sent to the employer to allow them to consider how best to provide safe methods of working. The advice of the SENCO, Head of Year, shall be sought in such cases before information is sent from the school.

Briefing our students in school:

The school will deliver an assembly, prior to the students going out on placement, which reiterates the importance of work experience and its benefits. This assembly will also be used to explain about health and safety in the workplace and confirms the procedure for raising any health and safety, as well as safeguarding, concerns.

The school will reinforce these messages in the final few days before the students go out on placement, through the pastoral system (tutor time).

We request that the placement provider brief students on their first day of induction on health and safety; how to identify hazards and control measures that can be put in place to reduce risk of injury or accident.

Safeguarding our students

Guidance from the Disclosure and Barring Service (DBS) and the Department for Education in the document "Keeping Children Safe in Education" indicates:

- Pupils below the age of 16 cannot have a DBS check undertaken.
- Employers are only required to conduct DBS checks if the learner will be working in a 1-1 environment. It is highly recommended that learners work in open, team environments negating the need for DBS checks.

Equal Opportunities

Equal opportunities are offered to all learners, consistent with the academy's Public Sector Equality Duty Policy. Issues arising from the learner's experiences will be dealt with by the work experience coordinator.

Resourcing Staff Visits

Staff visits are resourced as follows:

- Time, free periods only.
- Travel, staff must use own transport and expenses can be claimed.
- Staff are invited to be involved in monitoring, but it is not compulsory.

Monitoring and Evaluation

All students who access the work experience programme will be asked to evaluate and reflect on their experiences immediately after they return from their placements. This will be done through both a workbook used during the week whilst on placement and through Unifrog. For key Stage 3 this will be through impact evaluation methods. Employers will also be requested to evaluate the students' performance. All evaluations will be entered and stored on student Unifrog profiles.

Reviewed June 2026

Next review June 2027

Signed off by: Careers Lead

Tracy Gallagher

22 June 2026