

# GORDON'S SCHOOL

## POLICY

### WORK EXPERIENCE POLICY

The core principle that guides everything we do is Putting Students First.

#### 1. INTRODUCTION

Work Experience forms part of Work Related Learning and is part of the learning entitlement for all students. This process engages students in learning about work; through work and for work. At Gordon's School Work Related Learning makes an important contribution to the education of all students in order to support an effective transition from school to adulthood and to employment.

Work Experience may be defined as: 'a placement on an employer's premises while in full time study' in which a learner carries out a particular task or duty or range of tasks or duties, more or less as would an employee but with the emphasis on the learning aspects of the experience.' Virtual or hybrid work experience models also offer real benefit in a post Covid world, widening the reach of businesses and directly connecting students to the skills required in the flexible working environments of today.

#### 2. AIMS

At Gordon's School the process of Work Experience is part of careers education and personal development. It aims to give students in year 10 and year 12 the opportunity to:

- gain an insight into a career or chosen occupation and to experience day to day aspects of employment
- learn beyond the confines of the organised curriculum
- understand their own strengths and areas for development
- build confidence and independence
- connect their learning with working lives
- work as part of a team
- develop skills of self evaluation
- demonstrate organisational skills
- understand the importance of matters relating to Health and Safety

#### 3. COMMITMENT

The Careers Department is responsible for:

- arranging Work Experience Information sessions for students and parents
- supporting students in their search for a suitable placement
- checking that Employers Liability Insurance, Health and Safety, and DBS requirements are met by employers and that risk assessments are in place
- guiding pupils in the preparation of letters of application and CVs
- preparing students in terms of planning for Work Experience and completion of the pre-placementskills assessment
- overseeing the administration of Work Experience documentation
- informing parents of all matters related to Work Experience

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- alerting employers to matters relating to students' special needs and/or medical information where parental consent has been obtained
- ensuring that employers are aware of Safeguarding regulations
- de-briefing students after Work Experience and guiding students in respect of letters of thanks
- monitoring and evaluating the Work Experience placements and student reflection process
- ensuring that systems are in place to investigate accidents and to record complaints

#### 4. RESPONSIBILITY OF STUDENTS

All students are well prepared before they embark on Work Experience and they understand that they have a responsibility to:

- behave at all times in a way that reflects the school's Code of Conduct and Expectations
- follow directives and guidelines given by the employer
- maintain an interest in the work provided and strive to learn from successful employees
- act in accordance with Health and Safety requirements as directed by the employer
- have a good attendance record and to notify the employer and school if they are unable to attend
- be punctual
- dress appropriately for the job and to promote health and safety
- alert school immediately if they encounter any problems that they feel they are unable to deal with
- complete their pre and post assessments and self-reflection
- write to thank the employer after the Work Experience

#### 5. ORGANISATION

In the Autumn Term of Year 10 or year 12, parents are invited to attend Work Experience Information events where the Careers Lead explains the process of Work Experience applications. Students will receive this information in school time and given support to seek and apply for work experience opportunities, write letters of application, prepare a CV and consider interview techniques. Those who cannot access a suitable placement should speak to the Careers Lead as soon as possible for help. They also learn about matters of Health and Safety, equal opportunities and expectations in the workplace.

Parental permission is sought by the school for each placement. This must be returned by parents. Special needs and medical information is passed by the school to the employer as appropriate and with parental consent.

The Work Experience Placement lasts for three days during the summer term. Students keep a record of their activities and interactions and are prompted to engage in reflection exercises and feedback. Employers are also asked to reflect on the experience and the student in question.

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#### 6. MONITORING, REVIEW AND EVALUATION

This is done in a number of ways including via student feedback and evaluation during the self-reflection process, employer feedback, interviews with students and employers and annual review of the policy

#### 7. SAFEGUARDING

When preparing a programme of Work Experience for a young person, employers are required to take responsibility for their social and physical welfare. (DCSF Guidance on the Employment of Children August 2009). Employers must ensure that their employees' relationships with young people are appropriate to age and gender. Attitude, behaviour and language all require careful thought.

In terms of Health and Safety, students are placed in a safe and healthy environment by:

- ensuring that they have been made aware of hazards of the job and the controls required to minimise the risks to acceptable levels
- ensuring compliance with Health and Safety legislation specific to young persons
- ensuring that the student is suited to the placement
- ensuring that risk has been assessed by the employer and that a preliminary visit has been carried out in high risk placements if deemed appropriate by the school

#### 8. EQUAL OPPORTUNITIES

Gordon's School ensures that students with a disability are appropriately placed and that they have the same opportunities as their peers. This may involve close liaison with Learning Support and the creation of a pre-work experience programme that is appropriately differentiated.

#### 9. Link with other Policies:

Safeguarding,  
Health and Safety  
Curriculum  
Pastoral  
Equal Opportunities  
SEN  
Careers  
Provider Access

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